Exchange / Outlook 2010 Creating an Out of Office Message

When away from the office for an extended period of time, it is a good idea to set an **Out of Office** message. Outlook will send an automatic response to some or all of the people who send you e-mail messages while you are out of the office. This tutorial covers the steps needed to set the **Out of Office** message.

1. Click the **File** menu button, then click the **Automatic Replies** option.

| ļ | 0149 | | _ | | Inbox - elliottg@bucks.edu - I | Micros |
|---|----------------------------------|-----------|-------------------------|--|--------------------------------|--------|
| | File | Home Send | I/Receive Folder | View | | |
| | Save As | | Account Inf | rs.edu | - | • |
| | Open | | 🕂 Add Account | | | |
| | Print Help Dotions Exit | | additional connections. | Modify settings for this account, and additional connections. Access this account on the web. | | |
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| | | | Automatic Replies | Automatic Replies (Out of Office Use automatic replies to notify others vacation, or not available to respond to | that you are out of office, on | |

- 2. At the next screen, click the **Send automatic replies** option.
- 3. Next, select the **Only send during this time range:** check box to schedule when the out of office replies are active. If a specific start and end time are not set, auto-replies will be sent until the **Do not send automatic replies** option is clicked.
- 4. On the **Inside My Organization** tab, type the message that BCCC employees will see while you are out of the office.

| | Automatic Replies - elliottg@bucks.edu | | | | | | | |
|---|---|--|--|--|--|--|--|--|
| | O Do not send automatic replies | | | | | | | |
| | Send automatic replies | | | | | | | |
| | Only send during this time range: | | | | | | | |
| | Start time: Mon 10/17/2011 🔹 12:00 AM 💌 | | | | | | | |
| | En <u>d</u> time: Wed 10/19/2011 💌 11:30 PM 💌 | | | | | | | |
| Automatically reply once for each sender with the following messages: | | | | | | | | |
| | Inside My Organization 🕢 Outside My Organization (On) | | | | | | | |
| | Tahoma 💌 8 💌 🖪 🖌 🛄 🚣 🚍 🚝 | | | | | | | |
| | I will be out of the office from Monday, October 17th through Wednesday, October 19th. Please contact the Technology Learning Center at 215-497-8754 or tlc@bucks.edu for assistance. | | | | | | | |
| | Rules OK Cancel | | | | | | | |

5. On the **Outside My Organization** tab, select the **Auto-reply to people outside my organization** check box, and then type the message that you want to send to anyone outside of BCCC while you are out of the office.

| Automatic Replies - ell | liottg@bucks.edu | X | | | | | | | |
|---|--------------------------------------|------|--|--|--|--|--|--|--|
| O Do not send automatic replies | | | | | | | | | |
| Send automatic replies | | | | | | | | | |
| ☑ Only send during this time range: | | | | | | | | | |
| Start ti <u>m</u> e: | Mon 10/17/2011 💌 12:00 AM 💌 | | | | | | | | |
| En <u>d</u> time: | Wed 10/19/2011 V 11:30 PM V | | | | | | | | |
| Automatically reply once for each sender with the following messages: | | | | | | | | | |
| Inside My Organization C Outside My Organization (On) | | | | | | | | | |
| Auto-reply to peop | ple outside my organization | | | | | | | | |
| My Contacts or | nly O Anyone outside my organization | | | | | | | | |
| Tahoma | ▼ 8 ▼ B I U <u>A</u> Ξ Ξ 掌 掌 | | | | | | | | |
| I will be out of the office from Monday, October 17th through Wednesday, October 19th. Please contact the Technology Learning Center at 215-497-8754 or tlc@bucks.edu for assistance. | | | | | | | | | |
| <u>R</u> ules | ОК Сап | icel | | | | | | | |

- 6. When the **Auto-reply to people outside my organization** check box is selected, the **Outside My Organization tab displays (On)** will appear next to the tab name.
- 7. Click **OK**.

Note: When creating the **Out of Office** message be sure to include a timeframe, information on how to contact you (if necessary), who to contact and how to contact them during your absence. Below is an example of **Out of Office Formal Reply** using a Microsoft.com template.

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| Paste 🗸 Format Painter | B I U [™] A E ≣ | | Address Check Book Names | Attach Attach Signature File Item • • | | | | |
| Clipboard 🕞 | a Basic Text | Ga. | Names | Include | | | | |
| To | | | | | | | | |
| Subject: | | | | | | | | |
| Thank you for your message. I am currently out of the office, with [limited] [no] access to e-mail. I will be returning on [day, date]. If you need assistance before then, you may reach me at [phone number]. For urgent issues, please contact [name] at [email address] or [phone number]. [Signature] | | | | | | | | |

8. When **Automatic Replies** (**Out of Office**) is on, there will be a notification button on the bottom right side of your screen.

