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.

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.
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.

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.

![Out of Office Formal Reply Example]

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