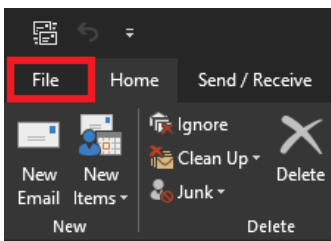


# How to create an Out of Office message in Outlook

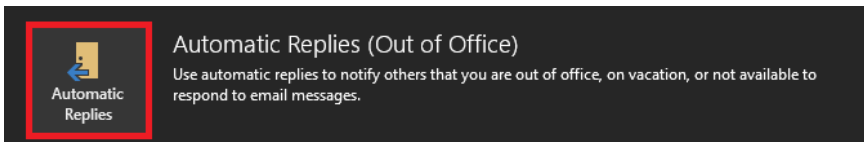
When you need to have an automated message sent when not in office.

## Create an OOO on desktop app.

1.) 1. After opening the Outlook desktop app, select the **File** tab.



2.) Click on the **Automatic Replies** button.



3.) Choose **Send automatic replies**

4.) Click the **Only send during this time range:** box. Then choose your dates and times when you will be out of office.

5.) Create your message.

6.) Click **OK**.

Automatic Replies - karriewhite@northshorecollege.edu

☐ Do not send automatic replies  
☒ Send automatic replies **3**

☒ Only send during this time range: **4**  
 Start time: Thu 1/6/2022 1:00 PM  
 End time: Fri 1/7/2022 1:00 PM

Automatically reply once for each sender with the following messages:

☒ Inside My Organization   
 ☐ Outside My Organization (On)

Segoe UI | 8 | B I U A |

I am currently unavailable, but will periodically check my emails. I appreciate your message, but my response time may be delayed. I will reply as soon as possible. **5**

Rules... OK Cancel

**NOTE:** Best security practice is to give as little information about your absence as possible. No locations and if possible no dates. Avoid having the Outside My Organization or a contact if possible. If not possible, continue to provide as little as information as you can.

**OPTIONAL:** You can set up rules for your messages. On the left hand bottom corner click **Rules...**

Automatic Replies - karriewhite@northshorecollege.edu

☐ Do not send automatic replies  
☒ Send automatic replies

☒ Only send during this time range:  
 Start time: Thu 1/6/2022 1:00 PM  
 End time: Fri 1/7/2022 1:00 PM

Automatically reply once for each sender with the following messages:

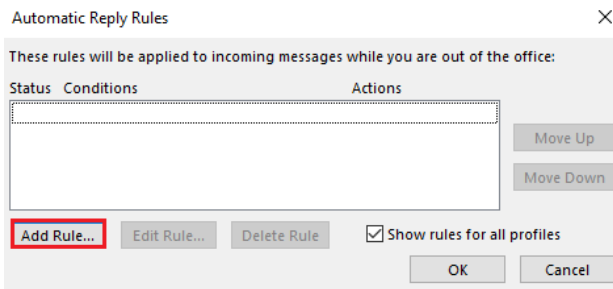
☒ Inside My Organization   
 ☐ Outside My Organization (On)

Segoe UI | 8 | B I U A |

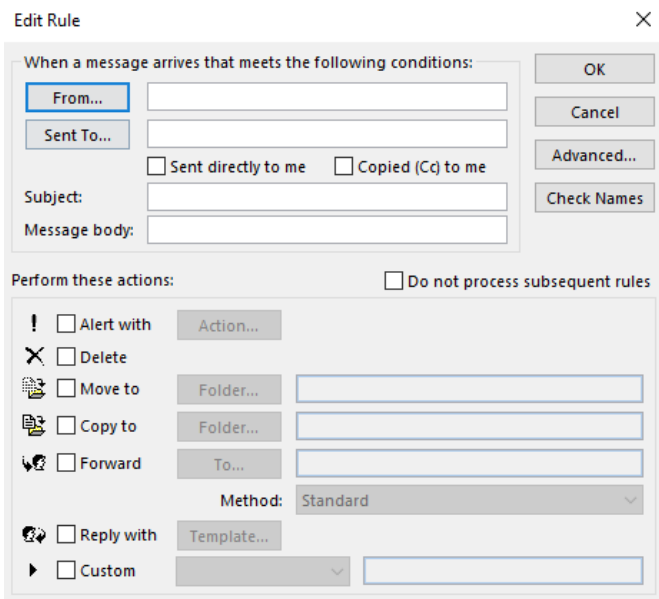
I am currently unavailable, but will periodically check my emails. I appreciate your message, but my response time may be delayed. I will reply as soon as possible.

Rules... OK Cancel

Click on **Add Rule...**

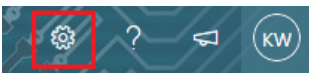


Set up the various rules you wish to have, including automatic forwarding to certain individuals. You can create multiple rules to really customize your messages.

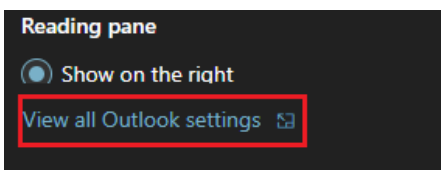


## Create an OOO in the web app.

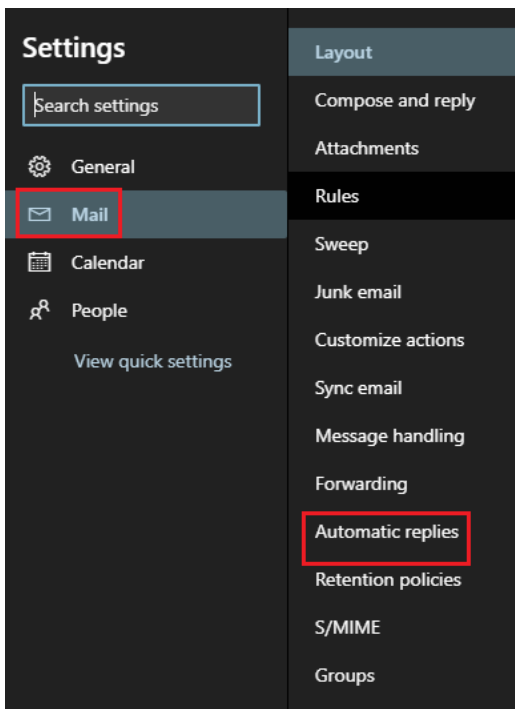
1.) 1. Sign into Gatormail like normal. At the top right corner, select the **Settings** icon.



2. At the bottom of the newly opened panel, click **View all Outlook settings**.



3. Select **Mail** then select **Automatic replies**.



4. Click on the **Automatic replies on** button. Fill out like you would in the desktop app.

5. Click **Save**.

Automatic replies

Use automatic replies to let others know you're on vacation or aren't available to respond to email. You can set your replies to start and end at a specific time. Otherwise, they'll continue until you turn them off.

☒ Automatic replies on

☐ Send replies only during a time period

Start time

1/6/2022

2:00 PM

End time

1/7/2022

2:00 PM

Send automatic replies inside your organization

I am currently unavailable, but will periodically check my emails. I appreciate your message, but my response time may be delayed. I will reply as soon as possible.

☒ Send replies outside your organization

☐ Send replies only to contacts

Add a message here

Save

Discard

Revision #3

Created 20 October 2022 15:46:50 by Karrie White

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