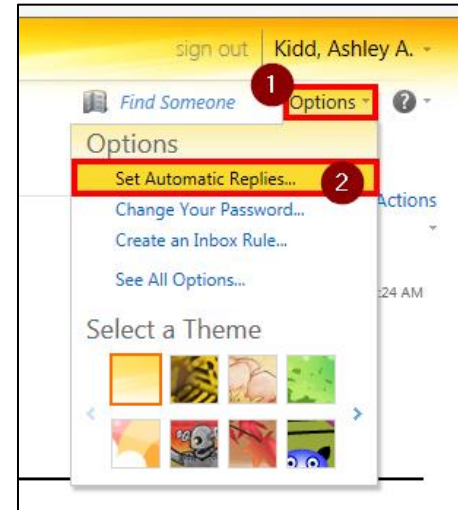


# Webmail Outlook Out Of Office Alerts

## Setting up an Out of Office Alert

By utilizing an out of office alert you can automatically send an out of office email for all incoming emails.

1. Open Outlook and in the top right hand corner select "Options"
2. Select "Set Automatic Replies"
3. Select "Send Automatic Replies"
  - a. If you are wanting to manual turn on and off the Reply then leave the "Send Replies only during this period Unchecked"
  - i. Once you are back from your leave you can then navigate back to this screen and select "Don't send automatic replies" and it will turn off your automatic alert.
  - b. If you want to only send automatic replies while you are for example on vacation- then check the box "Send Replies only during this time period" and choose the time period you will be away.



4. Type the message you want to be automatically sent to senders when they email you. \*\*Please note you must do this for both "Inside Organization" and Outside Organization" senders. \*\*
5. Save once you are happy with your message "Save".

