

Setting Automatic Replies

You can set up automatic email replies, such as when you are away on vacation or out of the office. These instructions cover the steps involved.

1.	From Outlook, click File	File Home Send / Receive Folder View Q Tell me what Image: Send / Receive Folder View Q Tell me what Image: Send / Receive Folder View Q Tell me what Image: Send / Receive Folder View Q Tell me what Image: Send / Receive Folder Image: Send / Receive Image: Send / Receive New New Send / Receive Image: Send / Receive Image: Send / Receive New New Delete Reply Forward Image: Send / Receive New Delete Delete Respond Respond
2.	On the Account Information page, click Automatic Replies	Account Information
3.	 On the Automatic Replies page, Click Send automatic replies Check only send during this range Select the start date and time Select the end date and time On the Inside My Organization tab, type your message 	O not send automatic replies Send automatic replies ✓ Only send during this time range: Start time: Thu 9/10/2015 End time: Fri 9/11/2015 ✓ Inside My Organization Outside My Organization (On) Segoe UI ▼
		B I U A ☐ I C A C A C A C A C A C A C A C A C A C
5.	 (Optional) If you don't want to reply automatically to email from people outside of CSUB, then Click the Outside My Organization tab Uncheck Auto-reply to people outside my organization, if desired 	Inside My Organization Outside My Organization (On) Outo-reply to people outside my organization My Contacts only Anyone outside my organization
6.	 (Optional) If you don't want to reply automatically to email from people outside of CSUB, then Click the Outside My Organization tab Check my Contacts only or Anyone outside my organization Type your message Click OK 	Inside My Organization Inside My Organization ✓ Auto-reply to people outside my organization ④ My Contacts only Anyone outside my organization Segoe UI ▼ ▼ ▼ B I I ▲ I:= 1:= 4:= 5:= 1:= I will be away from the office until Monday, September 14th. If this is urgent, please contact John Adams, jadams@presidents.com
7.	Click the Obutton, to return to your Inbox	