Southern

West Virginia Community and Technical College

# *Setting Outlook Out-Of-Office Message*

You can set Outlook to respond automatically to any email sent to you with a message explaining that you are out of the office. There are several advantages of using this capability:

1) Messages are only sent to someone that emails you during your absence rather than sending email to all employees, many of which may not need to know about your absence.
2) You can respond with different information to emails from within Southern than you do to emails from external parties.
3) You can set a beginning and ending date and time for the automatic responses so that your out-of-office message automatically starts when you leave and stops when you return. You can set this out-of-office message up days before you actually leave so that you don't forget.

OUTLOOK 2010

To set up an out-of-office message in Outlook 2010 (if you are using Outlook 2007 or Outlook Web App, look below for instructions):

1) Click File on the menu,
2) Click Automatic Replies,
3) Click Send Automatic Replies
4) Check "Only send during this time range"
5) Set the starting and ending time for when you will be out of the office
6) Write the explanatory message you want others to receive when they email you
7) If you want external parties to receive an out-of-office message, click on Outside My Organization and repeat steps 3 through 6.
8) Press OK to activate.
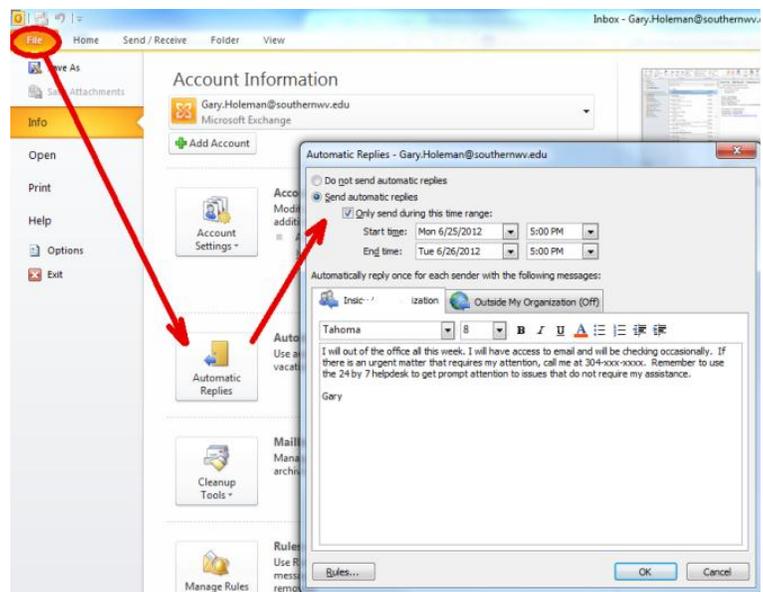
OUTLOOK 2007

The setup for Out-Of-Office is very similar for Outlook 2007.

1) Click Tools on the menu,
2) Click Out-of-Office Assistant,
3) Follow the instructions for Outlook 2010 starting with step 4.

OUTLOOK WEB APP

If you do not have Outlook available to you, you can use Outlook Web App at https://mail.southernwv.edu rather than Outlook.

1) Pull down the menu under Options,
2) Click Set Automatic Replies,
3) Follow the instructions for Outlook 2010 starting with step 4 (the screen looks different, but it functions similarly to Outlook 2010's screen).