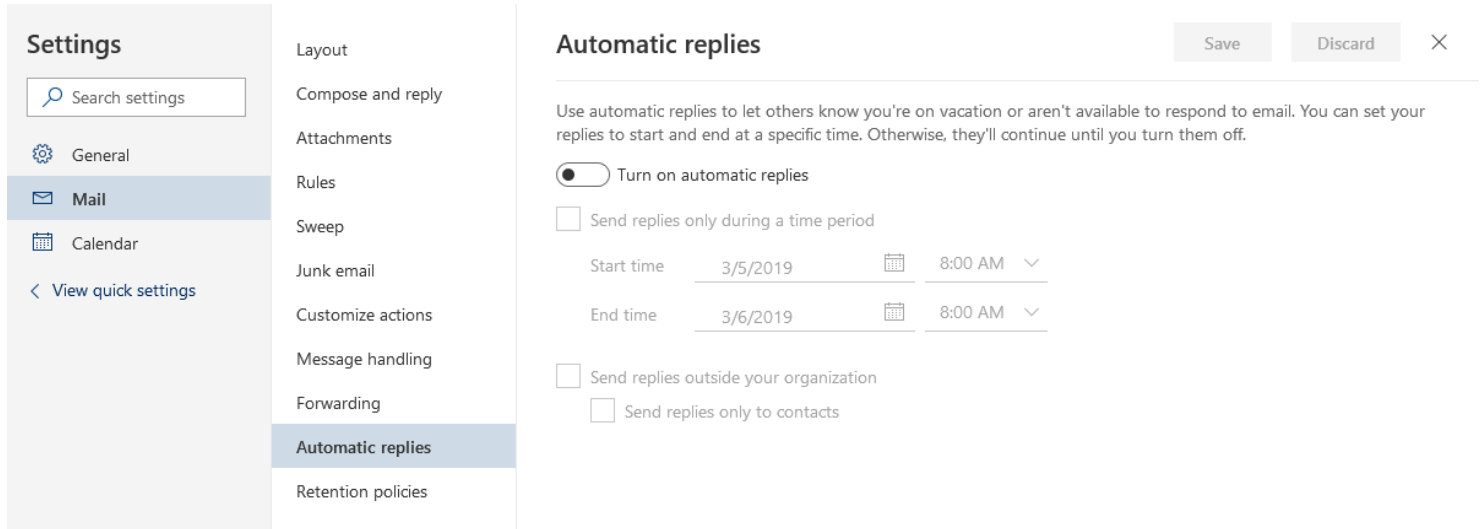


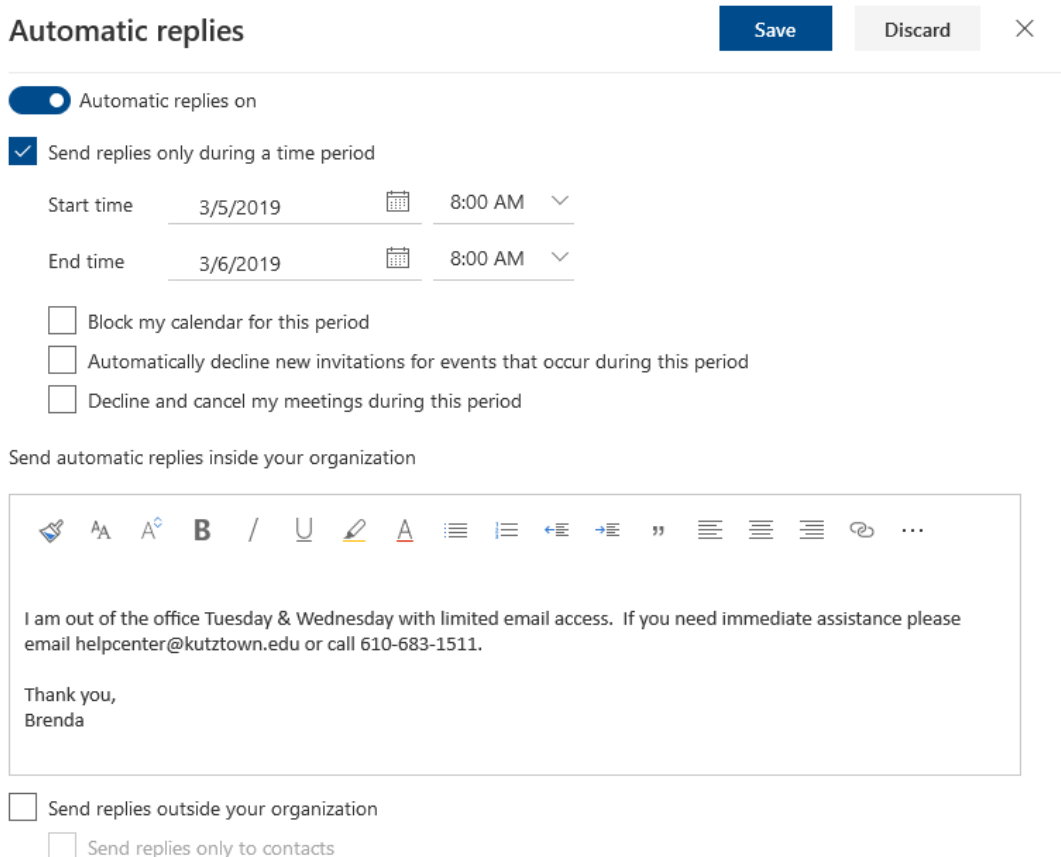
## How to Set an Out of Office Message in Web Mail, Outlook PC and Mac

To set an 'Out of Office' reply in the **365 web mail** click on the cog wheel next to your name in the upper right corner of the screen and either Search for Automatic Replies or click on View all Outlook settings/Mail/Automatic Replies.



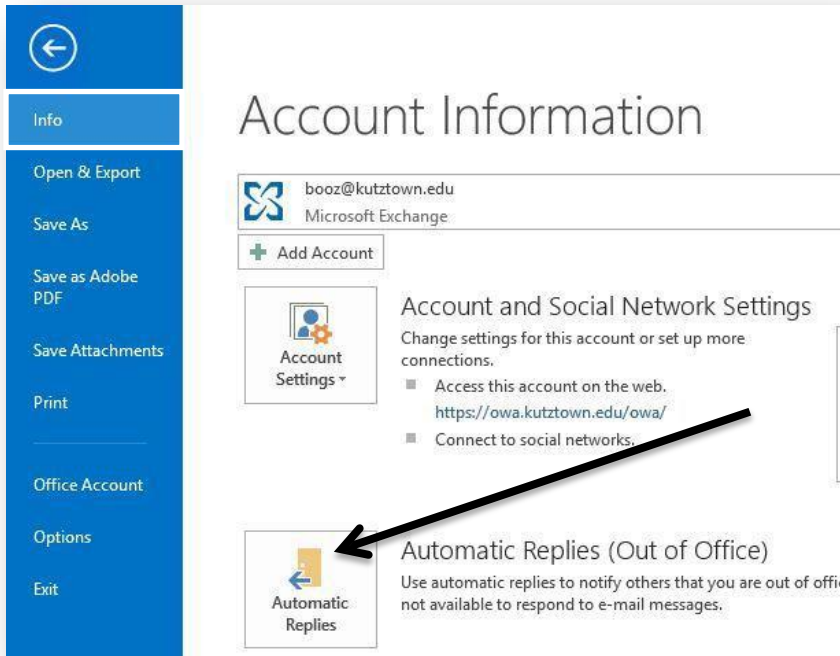
The screenshot shows the Outlook settings interface. On the left is a 'Settings' sidebar with a search bar and categories: General, Mail (selected), Calendar, and View quick settings. The main area is titled 'Automatic replies' and includes a 'Save' button, a 'Discard' button, and a close icon. Below the title is a descriptive paragraph: '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.' There is a toggle switch for 'Turn on automatic replies' which is currently off. Below it are two checkboxes: 'Send replies only during a time period' (unchecked) and 'Send replies outside your organization' (unchecked). Under the first checkbox, there are fields for 'Start time' (3/5/2019, 8:00 AM) and 'End time' (3/6/2019, 8:00 AM). Under the second checkbox, there is another checkbox for 'Send replies only to contacts' (unchecked).

Choose the radio button to turn Automatic replies on, check the time period you want the reply to be sent and compose your Out of Office message. If you want the Auto Reply to go Outside the Organization you will need to check that box also. Then Save.



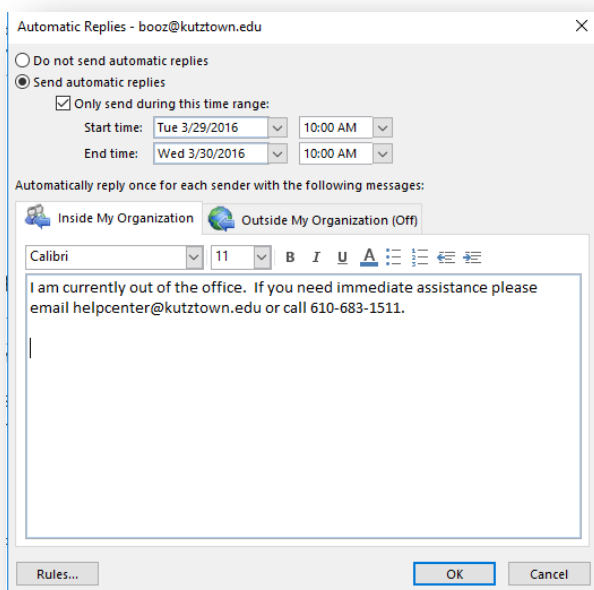
This screenshot shows the 'Automatic replies' configuration window with the 'Automatic replies on' toggle turned on. The 'Send replies only during a time period' checkbox is checked. The 'Start time' is set to 3/5/2019 at 8:00 AM, and the 'End time' is set to 3/6/2019 at 8:00 AM. There are three unchecked checkboxes: 'Block my calendar for this period', 'Automatically decline new invitations for events that occur during this period', and 'Decline and cancel my meetings during this period'. Below these is the heading 'Send automatic replies inside your organization' and a rich text editor. The editor contains the following text: 'I am out of the office Tuesday & Wednesday with limited email access. If you need immediate assistance please email helpcenter@kutztown.edu or call 610-683-1511. Thank you, Brenda'. At the bottom, there are two unchecked checkboxes: 'Send replies outside your organization' and 'Send replies only to contacts'. The 'Save' button is highlighted in blue.

To set an 'Out of Office' reply in your **Outlook on PC** click on the **File** tab then under **Info** click **Automatic Replies**.

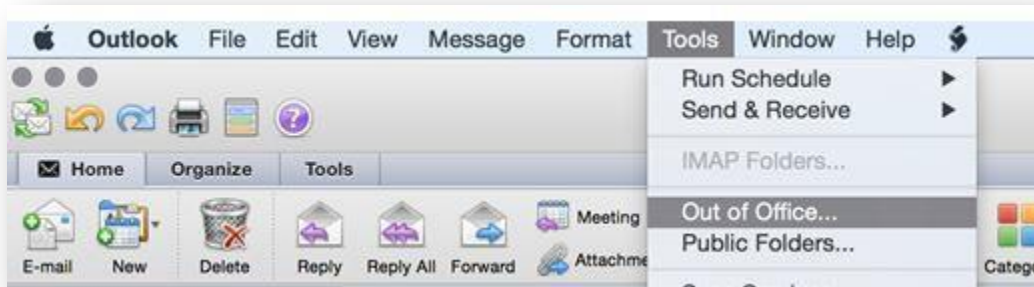


Click on the radio button **Send Automatic Replies** and then check the box "Only send during this time range". Choose the **Start time** and **End time**.

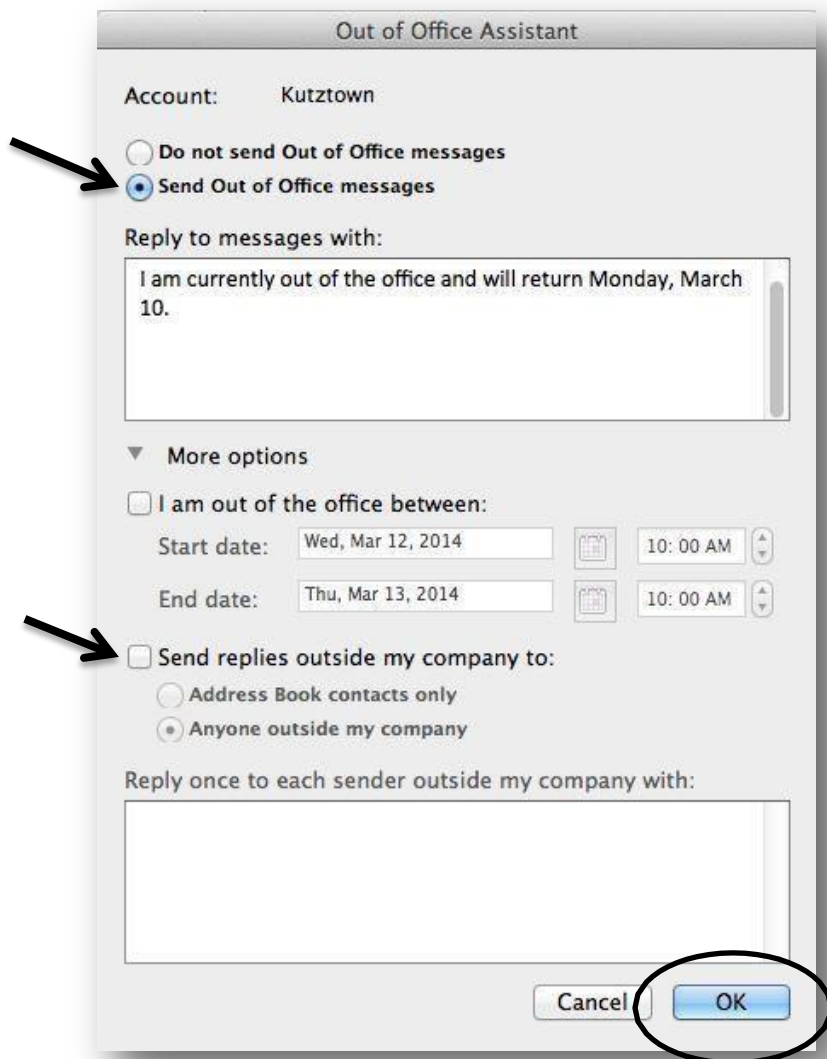
Compose the message for **Inside my Organization** and if you want a message send to people that sent from outside KU, click on the tab **Outside my Organization** and check the box 'Auto-reply to people outside my organization' and compose your message. Click **OK** when finished.



To Set "Out of Office" reply on **Outlook on the Mac** click on the **Tools** tab at the top of page then click **Out of Office**.



This will bring up your Out of Office Assistant box. If you want to send Out of Office messages, click the radio button 'Send Out of Office messages', compose your message. Then set the Start date and End date and choose if you want to send replies to Outside of KU. Click OK when finished.



**In Mac Mail** you would click on Mail/Preferences then Rules. Click “Add Rule” and give it a pertinent description, such as “**Out of Office** Auto Reply.” Then **set** your condition to apply to “Every Message” using the drop-down menu and choose to perform the “Reply to Message” action from the second drop-down selection.

