

Microsoft Outlook 2013: Creating Out of Office Replies

Outlook provides you with a feature to automatically reply to emails sent to you while you are away. The Out of Office Assistant will send a specified message to each sender. The message helps senders understand why you are unavailable, who to contact in your place, how else to contact you, or other information. Out of Office messages will be sent only once per sender, no matter how many times they send a message to you.

Tips and Considerations

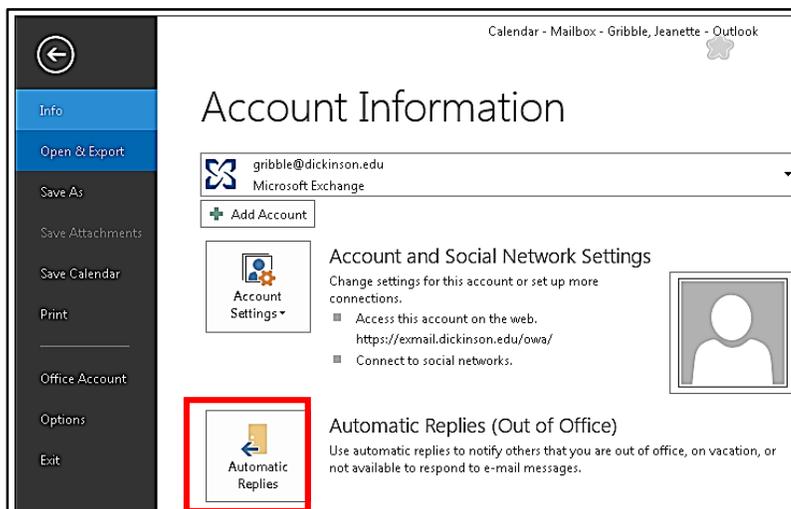
The following are some things to consider when creating Out of Office replies.

- Some messages may be urgent. Include the names and addresses of alternate contacts in your stead. If you are going to be gone for an extended absence (e.g., sabbatical), consider including multiple contacts.
- Explain when you will be available again.
- If you are subscribing to any discussion lists (listservs), sign off your subscription to prevent your Out of Office message from going to the entire list members.

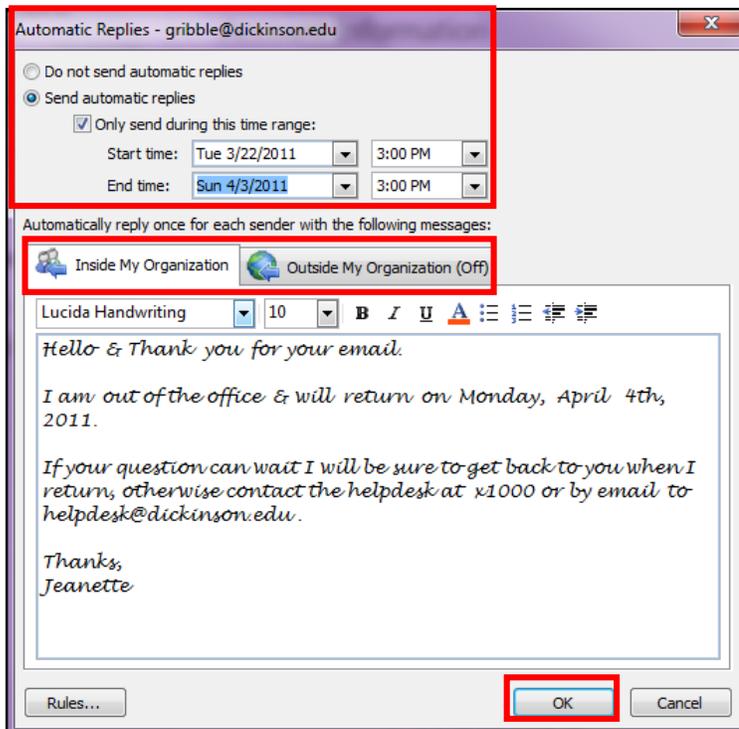
Creating Out of Office Replies

Consider the creation of Out of Office messages a part of your preparations for your absence. Outlook allows you to create two different Out of Office messages: one which will reply to messages sent from your organization, and one which will reply to messages sent from anyone not from your organization, or if specified, your Contact/People list.

1. Click on the **File** tab, select **Automatic Replies**.



2. Select **Send automatic replies**



3. To send Out of Office replies during a specific time range,
 - a. Select **Only send during this time range**
 - b. From the Start time and End time pull-down lists, select the desired date and time range
4. To send Out of Office replies to senders from only Dickinson College users.
 - a. Select the **Inside My Organization** tab
 - b. In the text box, type your desired message
5. To send Out of Office replies to any senders outside your organization or your Peoples list,
 - a. Select the **Outside My Organization** tab
 - b. Select **Auto-reply to people outside my organization**
 - c. To send the Out of Office reply to incoming messages from senders outside your organization, select **Anyone outside my organization**
To send the Out of Office reply to incoming messages from only your **Contacts/Peoples** list, select **My Contacts Only**
 - d. In the text box, type the desired message
6. Click **OK**. The **Out of Office** messages are applied.

Turning Off Out of Office Replies or Making Changes

Outlook will automatically turn it off according to the dates you selected. You will need to follow steps to the same area to change any dates.