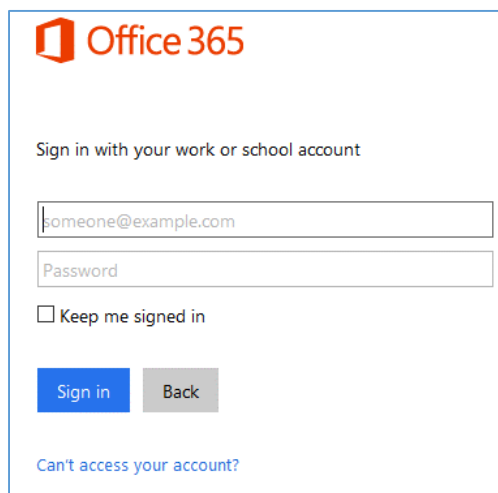


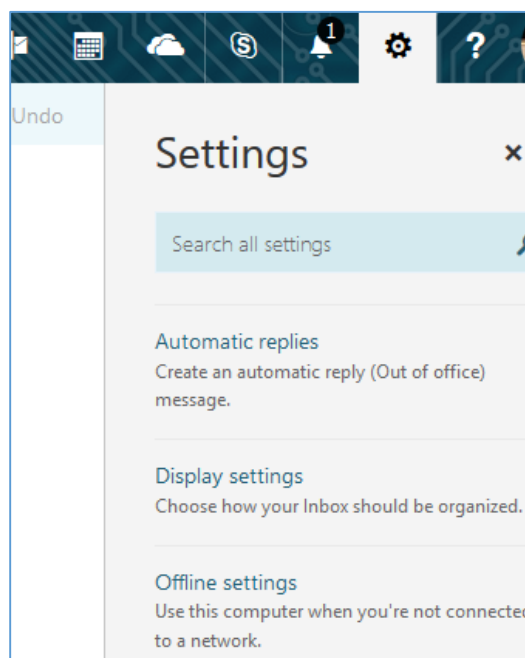
# Out of Office Automatic Reply using Microsoft Office 365 Outlook Web App (OWA)

If you are using the Outlook client, the downloaded version of MS Outlook, this message will still be applied to incoming messages when you have set the out of office reply.

1. Sign in to your account at [portal.office.com](https://portal.office.com)



2. Click on the **Gear icon**, which represents settings, in the upper right corner of the window and find the **Automatic Replies** button in the dropdown menu.



**3a.** A new window will appear to the left that will allow you to select the radio button to “send automatic replies.”

**3b.** Once you select to send automatic replies, the below information will be editable.

**3c.** You can then click “Send replies only during this time period” (if you do not click this to give the system a time period you will have to manually remove the automatic reply by coming back to this window)

**3d.** Input a date range

**3e.** You have the option to check some of the boxes with specific options on how to handle communication

**3f.** Write a brief away message detailing when you will be back in the office

**3g.** Select whether you would like to send the same away message to incoming communication from outside the K12 network.

**3h.** Click “OK” at the top when you have completed the entire process, if you do not click “OK” nothing you changed will be applied.

✓ OK    ✕ Cancel

## Automatic replies

Don't send automatic replies

Send automatic replies

Send replies only during this time period

Start time: Thu 7/14/2016 10:00 AM

End time: Fri 7/15/2016 10:00 AM

Block my calendar for this period

Automatically decline new invitations for events that occur during this period

Decline and cancel my meetings during this period

Send a reply once to each sender inside my organization with the following message:

**B I U AA A A**    **☰ ☷ ☰ ☷**    **☰ ☷**    **☰ ☷**    **☑**

I will be out of the office Thursday, May 26th and Friday, May 27th. If you have questions regarding \_\_\_\_\_ please forward them to...

Thanks,  
Jeff Tidd

Send automatic reply messages to senders outside my organization