Set an Out of Office Message (Automatic Replies) in Outlook on the web

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About

The following guide shows how to create an Automatic Reply (Out of Office message) in Outlook, for both Outlook Desktop and Outlook Web Access (OWA) at https://outlook.office.com .

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Set Automatic Replies from Outlook on the Web

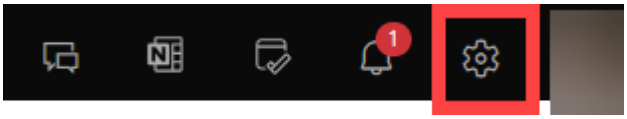
Login to Outlook on the web

Go to https://outlook.office.com to access Outlook on the web.

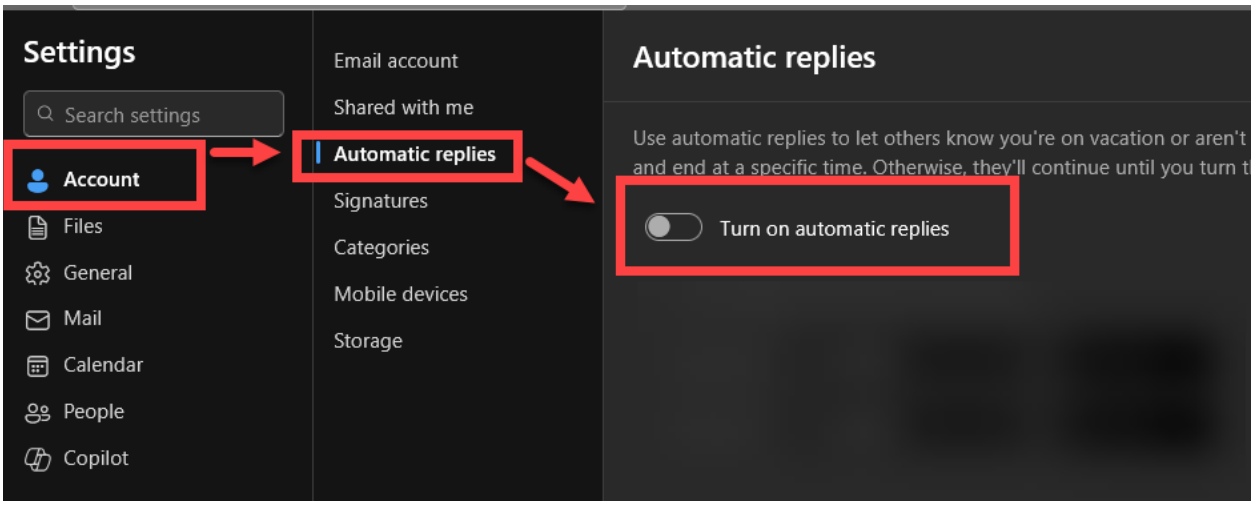
Sign in with your **Single sign-on username and password**.

Access Settings > Account > Automatic Replies and Toggle “Turn on automatic replies”

Select the **gear icon** in the top right corner for **Settings**.



Select **Account > Automatic Replies >** Toggle **“Turn on automatic replies”**



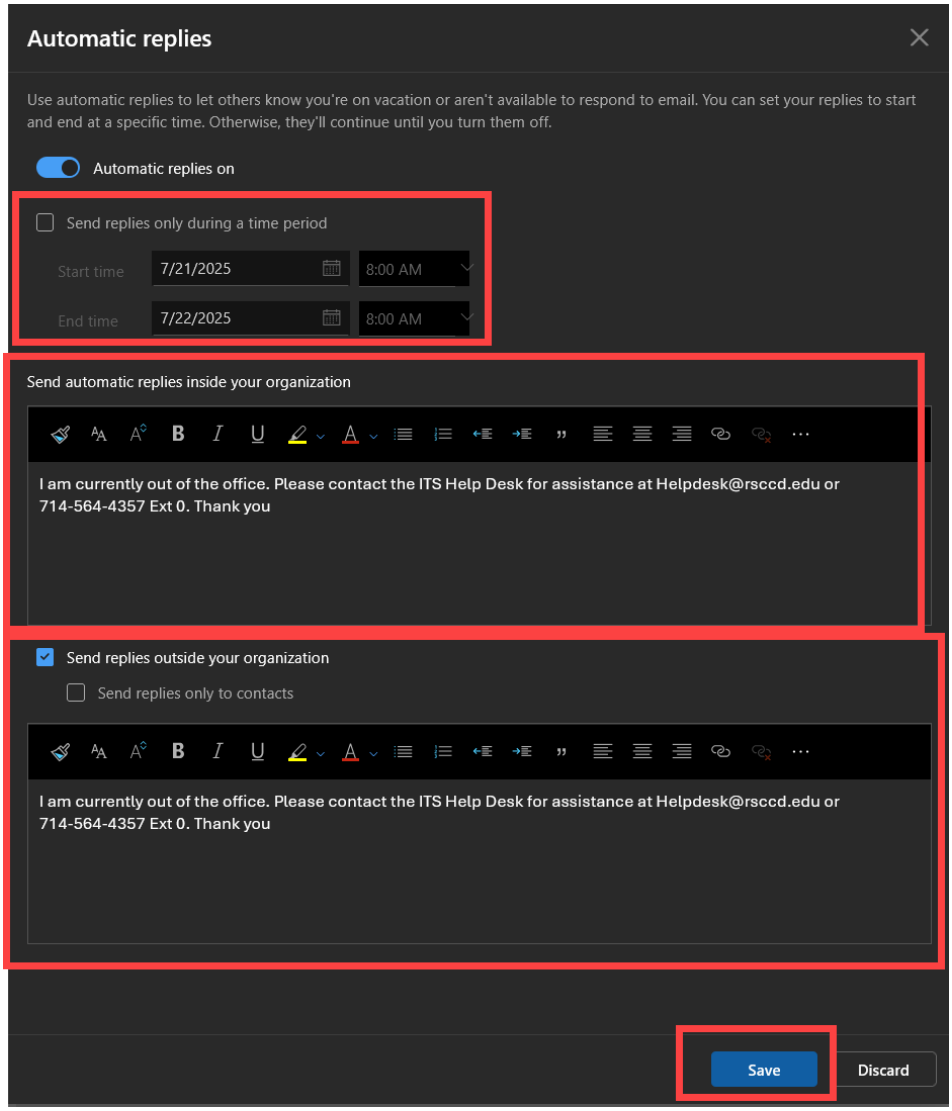
Set an Out of Office Message

Type your Out of Office message in the **“Select Send a reply once to each sender inside my organization”** text box.

To specify a time frame to enable your out of office message, check the box for **“Send replies only during this time period”** and select the **Start Time and End Time.**

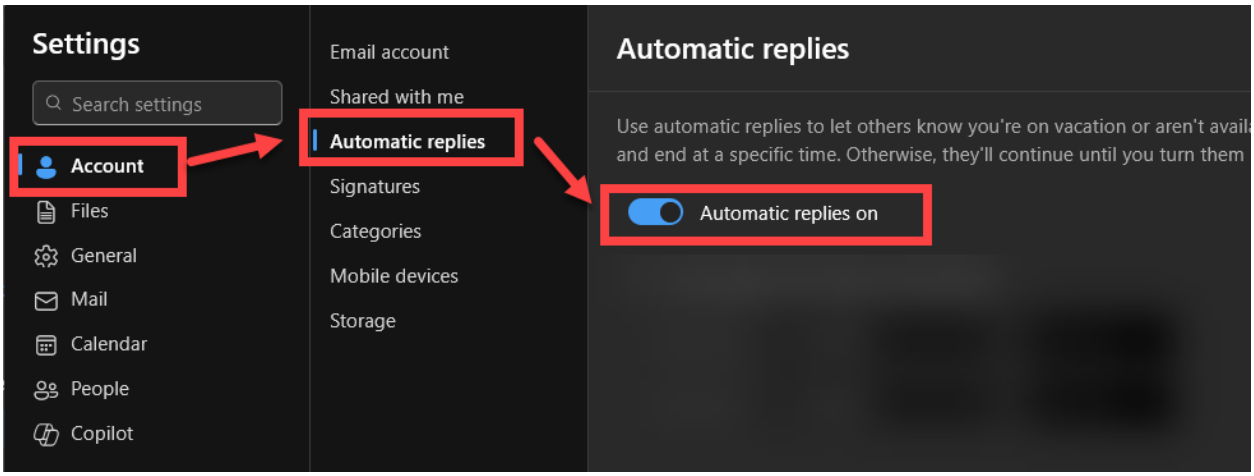
To send your out of office message to all senders, select the checkbox **for “Send automatic reply to messages to senders Outside my Organization”** and type your Out of Office message in the text box.

When you are finished, select **Save.**



Turn off Automatic Replies

To turn off your out of office message, login to https://outlook.office.com and go to **Settings > Account > Automatic replies > Toggle off "Automatic replies on"**



Troubleshooting problems

Contact the ITS Help Desk

- Website: **https://rsccd.edu/helpdesk**
- Phone: **714-564-4357 Extension 0**
- Email: **helpdesk@rsccd.edu**