## Instructions for Outlook Web: Rules, Signatures and Auto-Reply



Please follow these instructions for setting up rules, signatures and auto-reply in Outlook Web.



jhobbs • 2014/07/18

 Your newly created rule will be listed under 'Inbox Rules'.

To deactivate the rule, deselect the checkbox beside the rule.

## **Signatures**

Click 'Settings' then the 'Mail' tab.
Enter your signature in the text editor.
Click 'Save'.

Please Note:

We have had difficulty creating a signature using Safari on Mac OSX. If you encounter difficulties, please try Firefox.

## **Auto-Reply**

1. Click 'Automatic Replies'.

Select the 'Send automatic replies' radio button.

Set the times and dates during which you would like to send replies (optional).

Enter your message using the text editor.

Click 'Save'.

Account Organize E-Mail	Inbox Rules Automatic Replies Delivery Reports Retention Policies	
Groups	Inhov Bules	
Phone	Choose how mail will be handled. Rules will be applied in the order shown. If you don't want a rule	to run, you can turn it off or delete it.
Block or Allow	New E Details X 🐟 🔅 🖉	Received from 'Deliverysupport'
	On Hule Received from 'Deliverysupport'	After the message arrives and the message was received from 'Deliverysupport'
		Do the following apply the following category: "Red Category" And stop processing more rules on this message



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rganize E-Mail	Inbox Rules Automatic Replies Delivery Reports Retention Policies		
oups			
ttings	Automatic Replies		
one	Create automatic reply (Out of Office) messages here. You can send replies to senders the whole time you're away or for a specific period of time.		
ick or Allow	Don't send automatic reolies		
	Send automatic replies		
	Send replies only during this time period:		
	Start time: Wed 5/29/2013 🗸 3:00 PM ÷		
	End time: Thu 6/13/2013 🗸 3:00 PM 💠		
	Sand a real-sense to each anotal inside my americation with the following measure:		
	Send a reply once to each sender inside my organization with the following message:		
	Thank you for contacting me. I will be out of the office until June 13, 2013 and will respond to your email at that time.		
	If Sand automatic party massages to senders cutside my consolitation		
	Send realise notes to services outside my organization Send realise notes to service my organization		
		🗸 Save	

## If you have questions, please contact ITServiceDesk@tru.ca.