

Most people are familiar with the terms “out-of-office” reply and “away notification”. In Outlook this is referred to as an automatic reply.

Set an Automatic Reply

- On the **File** tab, select **Info**.
- Select **Automatic Replies (Out of Office)**
- The Automatic Replies window will be displayed.
- Turn on Automatic Replies by selecting **Send Automatic Replies**
- If you wish the reply to be sent during a selected date/time range only:
 - Select **Only send during this time range**
 - Enter the date and time range.
- You can set two different automatic replies. One to be sent to people at TRU (inside my organization) and one to be sent to people outside of TRU (outside my organization).
- On the **Inside My Organization** tab, enter the response to send to people at TRU.
- On the **Outside My Organization** tab:
 - Ensure the **Auto-reply to people outside my organization** box is checked.
 - Enter the response to send to people outside of Douglas College.
 - If you only want to send a response to people in your Contacts list, select **My Contacts only**.
- Click on **OK**.



Automatic Replies (Out of Office)

Use automatic replies to notify others that you are out of office, on vacation, or not available to respond to e-mail messages.

Turn Off Automatic Reply

- If you have NOT set a date/time range the automatic reply will be on until you turn it off.
- On the **File** tab, select **Info**.
- Select **Automatic Replies (Out of Office)**
- Select **Do not send automatic replies**
- Click on **OK**.

Additional Notes

- You can set additional rules to manage incoming email while you are away.
 - To set rules, click on **Rules** at the bottom left of the Automatic Replies window.
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