

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 with a TRU email address (inside my organization) and one to be sent to people with a non-TRU email address (outside my organization). Ex. Gmail, Yahoo, Hotmail etc.
- 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 TRU..
 - 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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