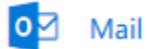


To set an automatic reply (vacation message or out of the office message)

From the Outlook Web App at mail.iup.edu.

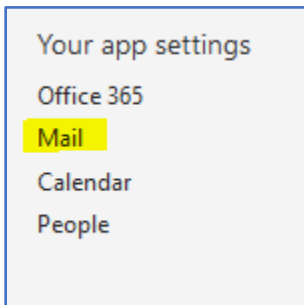
1. Click **Mail**.



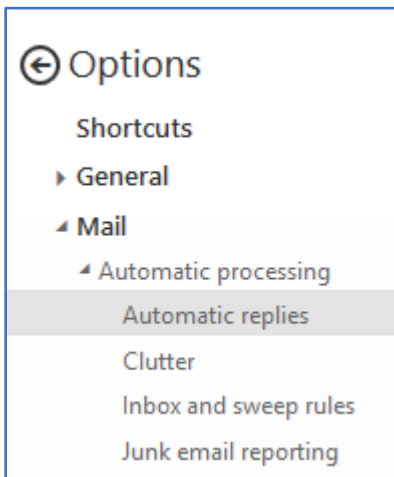
2. Click **Settings**.



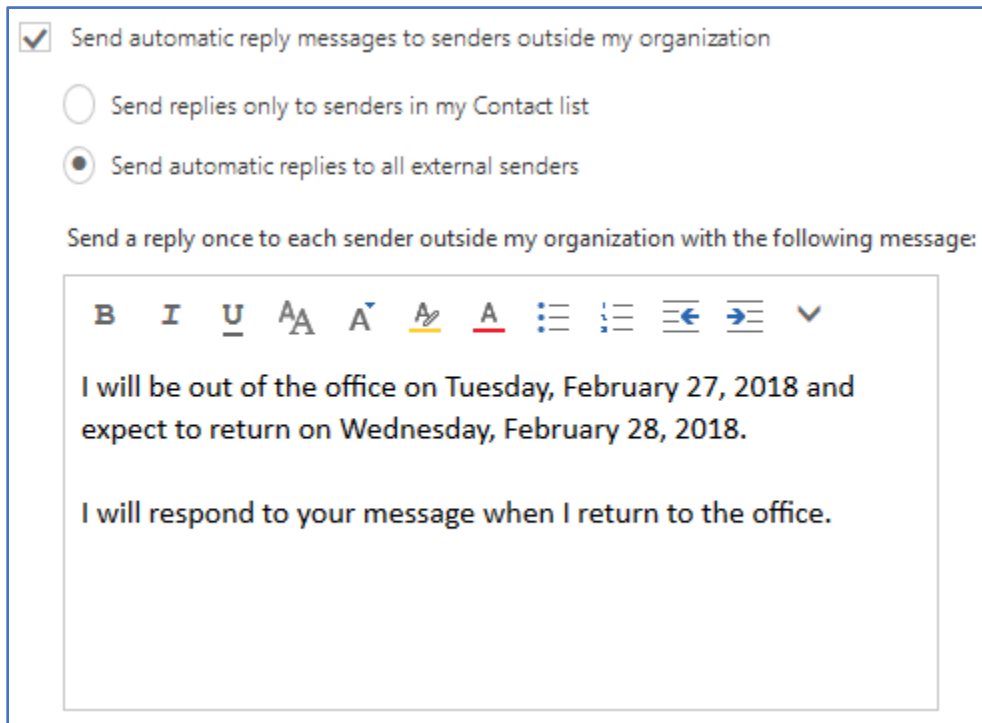
3. Under **Your app settings**, choose **Mail**.



4. From the **Options** menu, choose **Mail**, **Automatic processing**, then **Automatic replies**.



Note that you have an option to send your automatic reply to all external senders or only those in your Contact list. This shows those options and a message for those external to IUP:

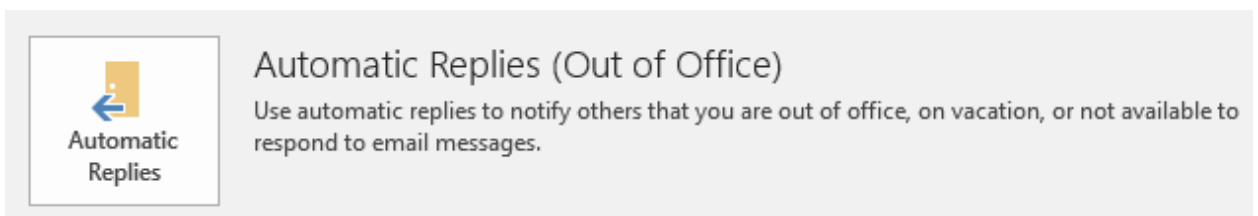


The screenshot shows the 'Automatic Replies (Out of Office)' settings dialog box. At the top, there is a checked checkbox labeled 'Send automatic reply messages to senders outside my organization'. Below it are two radio button options: 'Send replies only to senders in my Contact list' (which is unselected) and 'Send automatic replies to all external senders' (which is selected). Underneath these options is a text field with the placeholder 'Send a reply once to each sender outside my organization with the following message:'. The text field contains the following content:
A rich text editor toolbar with icons for Bold (B), Italic (I), Underline (U), Font Color (A with a color bar), Background Color (A with a color bar), Text Color (A with a color bar), Bulleted List, Numbered List, Decrease Indent, Increase Indent, and a dropdown arrow.
The text in the field reads:
I will be out of the office on Tuesday, February 27, 2018 and expect to return on Wednesday, February 28, 2018.
I will respond to your message when I return to the office.

8. Click **Save** when you have completed your selections.

From the Outlook client

1. From the menu bar, choose **File**, then **Info**.
2. Choose **Automatic Replies**.



3. In the dialog box, select **Send automatic replies**.
4. Set a start and end date and time. If you wish for the automatic reply to remain active until you manually turn it off, deselect **Only send replies during this time range**.
5. Click the **Inside My Organization** tab to enter the automatic reply for those internal to IUP.

Automatic Replies - jgkuta@iup.edu

Do not send automatic replies

Send automatic replies

Only send during this time range:

Start time: Tue 2/27/2018 7:30 AM

End time: Wed 2/28/2018 5:00 PM

Automatically reply once for each sender with the following messages:

Inside My Organization Outside My Organization (On)

Calibri 12 B I U A

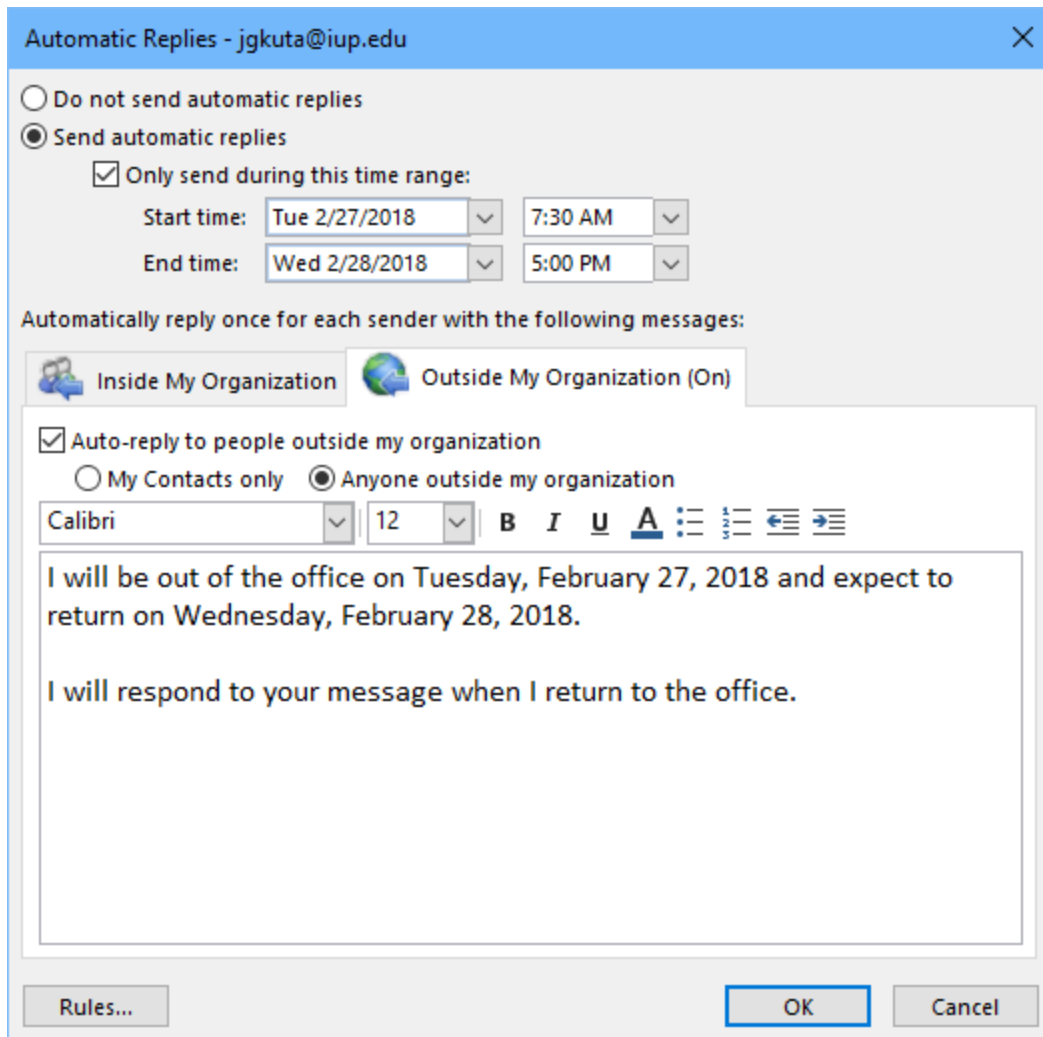
I will be out of the office on Tuesday, February 27, 2018 and expect to return on Wednesday, February 28, 2018.

If you are having a technology problem, please log an ihelp ticket at ihelp.iup.edu.

Thank you.

Rules... OK Cancel

6. Click the **Outside My Organization** tab to enter the automatic reply and customize settings for those external to IUP. You can send this message to all external senders, or only those in your Contacts.



7. Click **OK** when finished.

To manually turn off automatic replies

From the Outlook Web App at mail.iup.edu

1. Click **Mail**.
2. Click **Settings**.
3. Under **Your app settings**, choose **Mail**.
4. From the **Options** menu, choose **Mail**, **Automatic processing**, then **Automatic replies**.
5. Select **Don't send automatic replies**.
6. Click **Save**.

From the Outlook Client

If Automatic Replies are turned on when you open the Outlook client, you will see an option to turn them off. Simply click **Turn off**.

