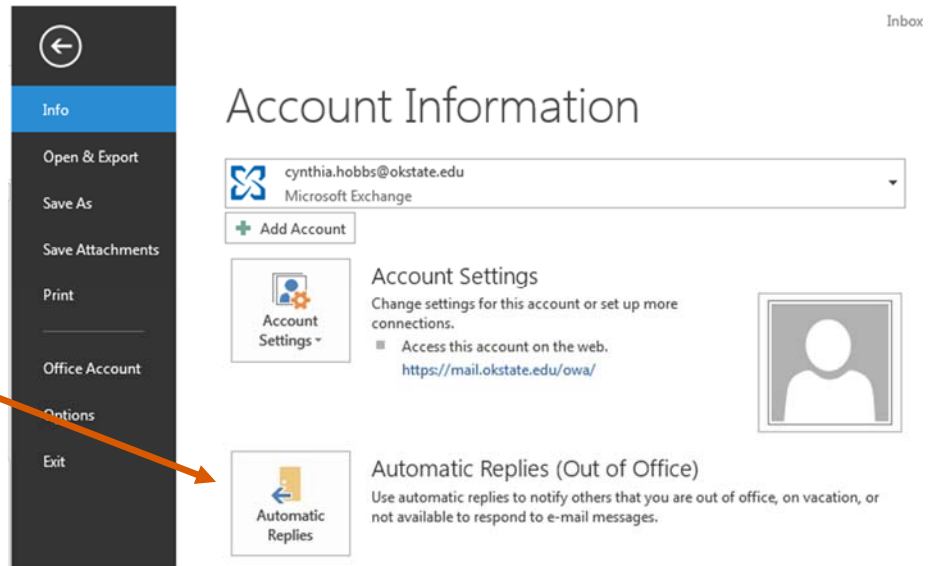


Setting Automatic Replies (Out of Office) Outlook 2013

If you are going to be gone from work for an extended period of time, setting up *Automatic Replies* in Outlook is a great way to let contacts know you are out. To set up your automatic reply:

1. Click on the “file” tab in the upper left hand corner of Outlook.
2. You should see “Automatic Replies (Out of Office)”. Click here.

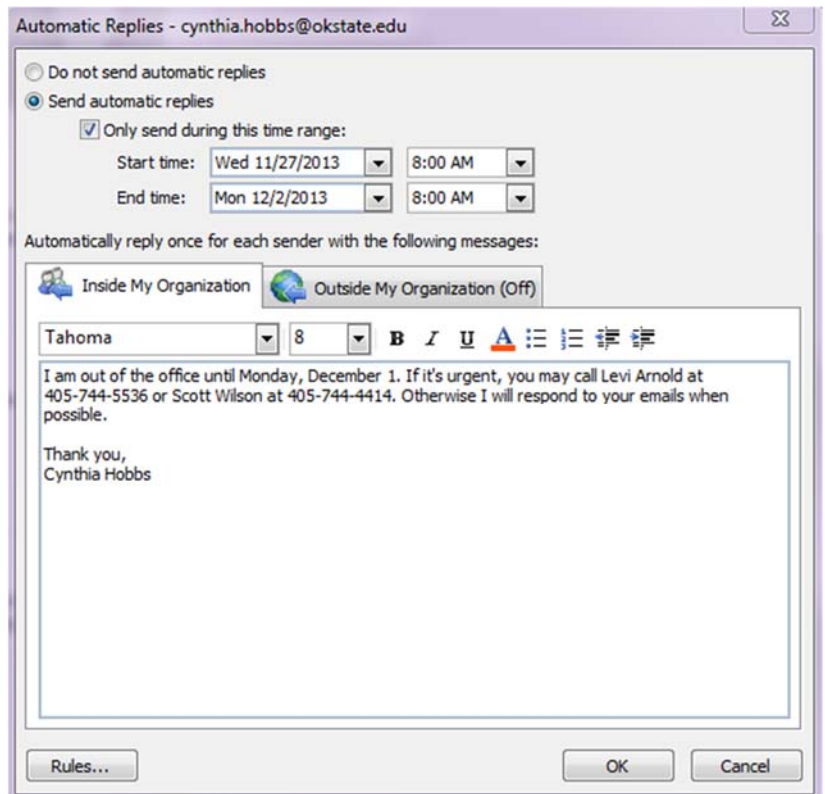


3. This will open a new window.
4. Select “Send Automatic Replies”
5. Click on “Only send during this time range” and select your start and end time.

6. Finally, create the message you would like sent and click OK

*Note: Provide information that the sender might need to know such as alternate contacts and the dates you will be out.

**Note: You will still receive email after you enable the replies.



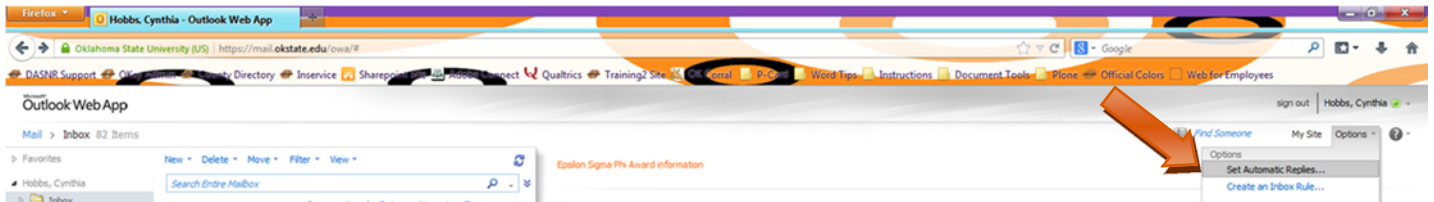
Now, when you receive an email while you are away, the sender will know to not expect an immediate response.

Setting Automatic Replies (Out of Office) Outlook 2013

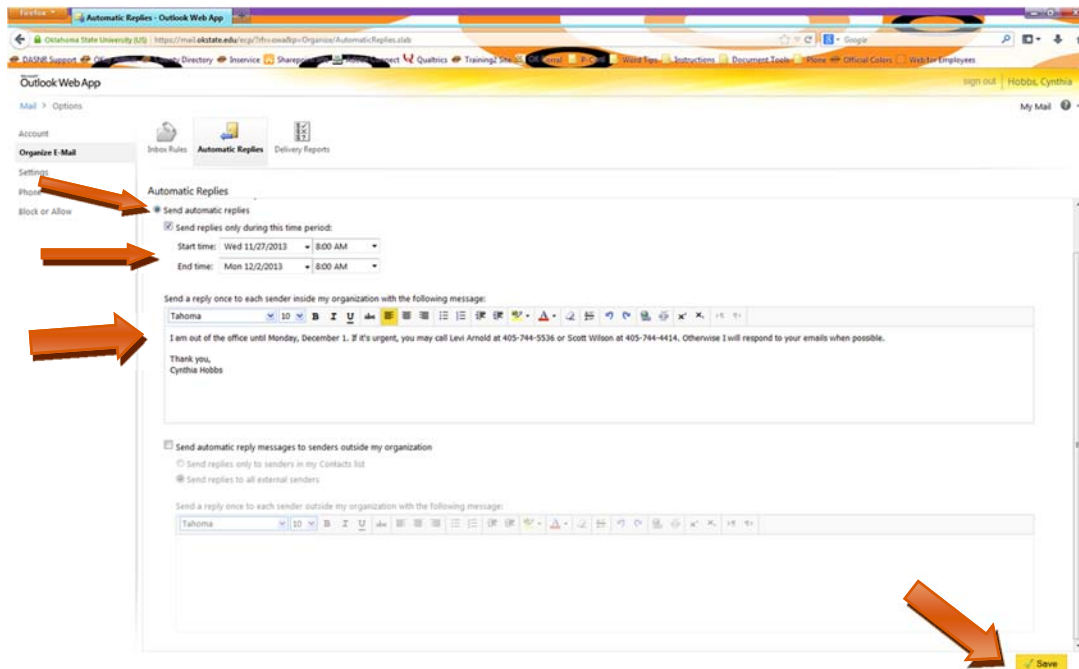
In the event of an unscheduled absence from work, you can use WebMail to access your email and set your *Out of Office* notification.

To do this:

1. Go to mail.okstate.edu and log in using your OSU email address and password.
2. In the upper right of the screen, click options and automatic replies



3. Select *send automatic replies*, set the date and time according to your absence and alternate contact information.
4. Click *Save* in the lower right corner.



Note: In both the Outlook and Webmail options, there an option to only send your automatic reply “inside my organization” and “outside my organization”. Turning on the “Outside my Organization” will allow your automatic reply to be sent to email addresses outside of the OSU email system.