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HOW TO

SET AN OUT OF OFFICE IN OUTLOOK

A SIMPLE GUIDE



Introduction

Whether you're on annual leave, off sick or in an all-day meeting, setting an automated response is a handy way to let people know your response time might be a little slower than usual.

This document will guide you through the process of setting up automated email responses on Outlook for web.

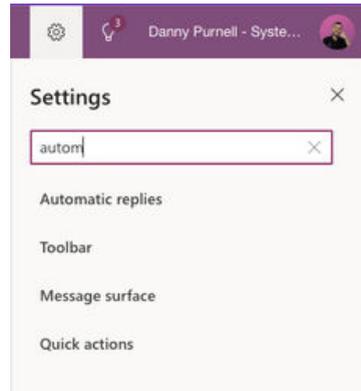


Step 1 - Logging In

Open your browser and login to www.office.com and using the app menu on the left, open Outlook.

Step 2 - Settings

Once you're in Outlook, head to the top right hand corner and click on the gear icon.

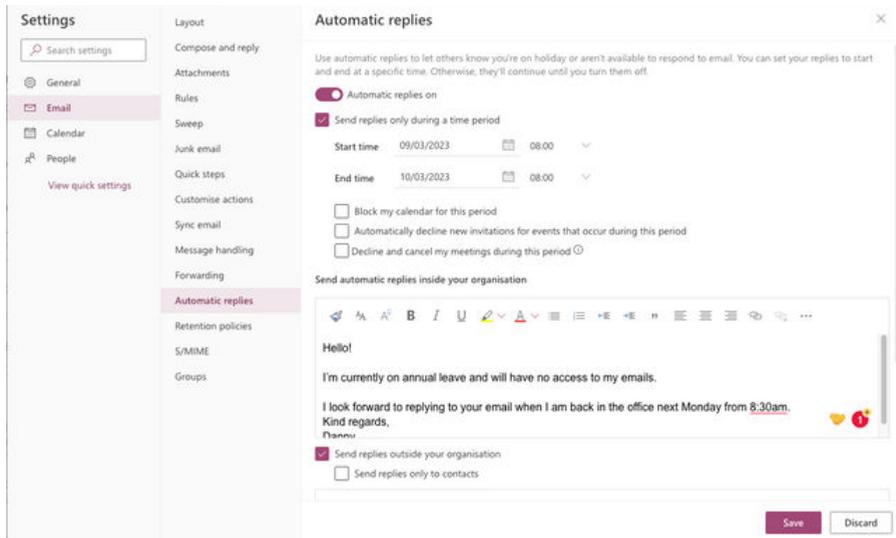


This will open the settings menu, here you can search for automatic replies.

Step 3 - Activation

Click 'Automatic Replies'.

On this screen, click the toggle bar so that automatic replies are turned on. Then check the tickbox underneath to set the dates and times.



Step 4 - Blocking Calendar Invites

You can also change your calendar settings when you are out of office, including blocking your calendar out, declining new meetings and deleting/cancelling any pre-existing meetings during this period.

- Block my calendar for this period
- Automatically decline new invitations for events that occur during this period
- Decline and cancel my meetings during this period ⓘ

Step 5 - Writing Your Message

If you scroll down, you will see a text box where you can personalise your out of office message.

NB: This message will only be sent to email domains within your organisation.

To send messages outside of your organisation, you will need to click the 'send replies outside your organisation' checkbox below.

- Send replies outside your organisation

Once you click this button, another text box will appear below.

You can copy the same message as the first box, or personalise it.

Once you have finished writing your message(s), click 'Save' and voila - your automatic replies are on.



In Doubt? Give Us a Shout!

If you're one of our lovely clients and you're stuck turning on automatic replies, don't fret!

Pop one of our friendly techs an email at support@systemagic.co.uk or give us a call on 01225 426800 where we'll be happy to help.

 01225 426800

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