Automatic Replies (Out Of Office)

for

Outlook Web App

Outlook Desktop App

Office 365
Office 2021
Office 2019
Office 2016
Office 2013

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Automatic reply Out-Of-Office in outlook – Why?

- If you’re going away on vacation, it’s very useful to set an automatic “out-of-office” reply for your emails.

- Automatic replies let people who email you know that you are not available to reply to their messages. Here’s how to set up an automatic out-of-office reply in the Microsoft Outlook desktop app and the web version.

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How to Setup an Out-of-Office Reply in the Outlook Desktop App?

To set automatic out of office replies on the Microsoft Outlook desktop app, go to *File* > *Automatic Replies* > *Send automatic replies*.

Note: The following steps are for users with a Microsoft Exchange account.

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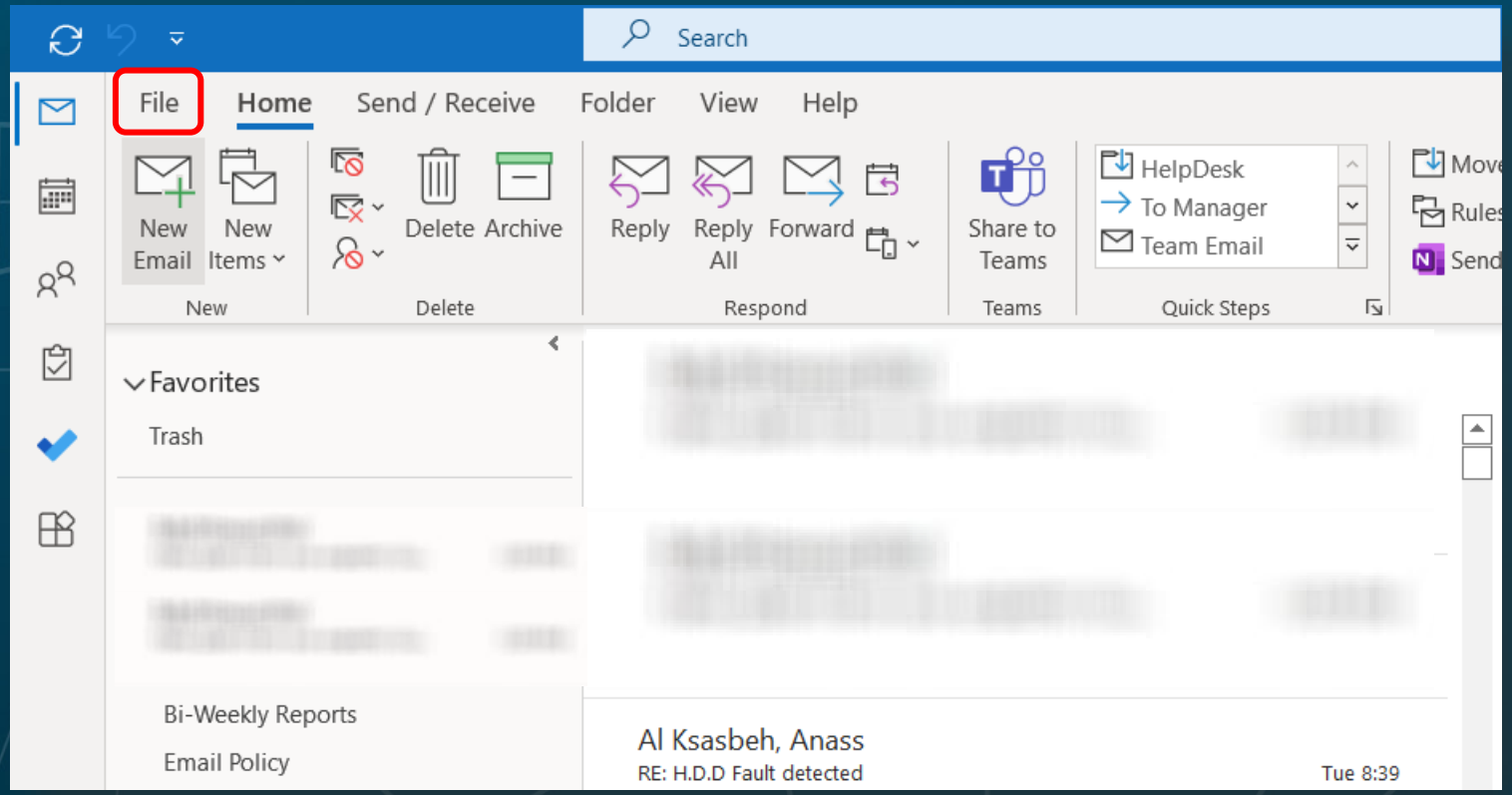
Open Outlook and click *File* in the menu bar. You can find this in the top left corner of your window.



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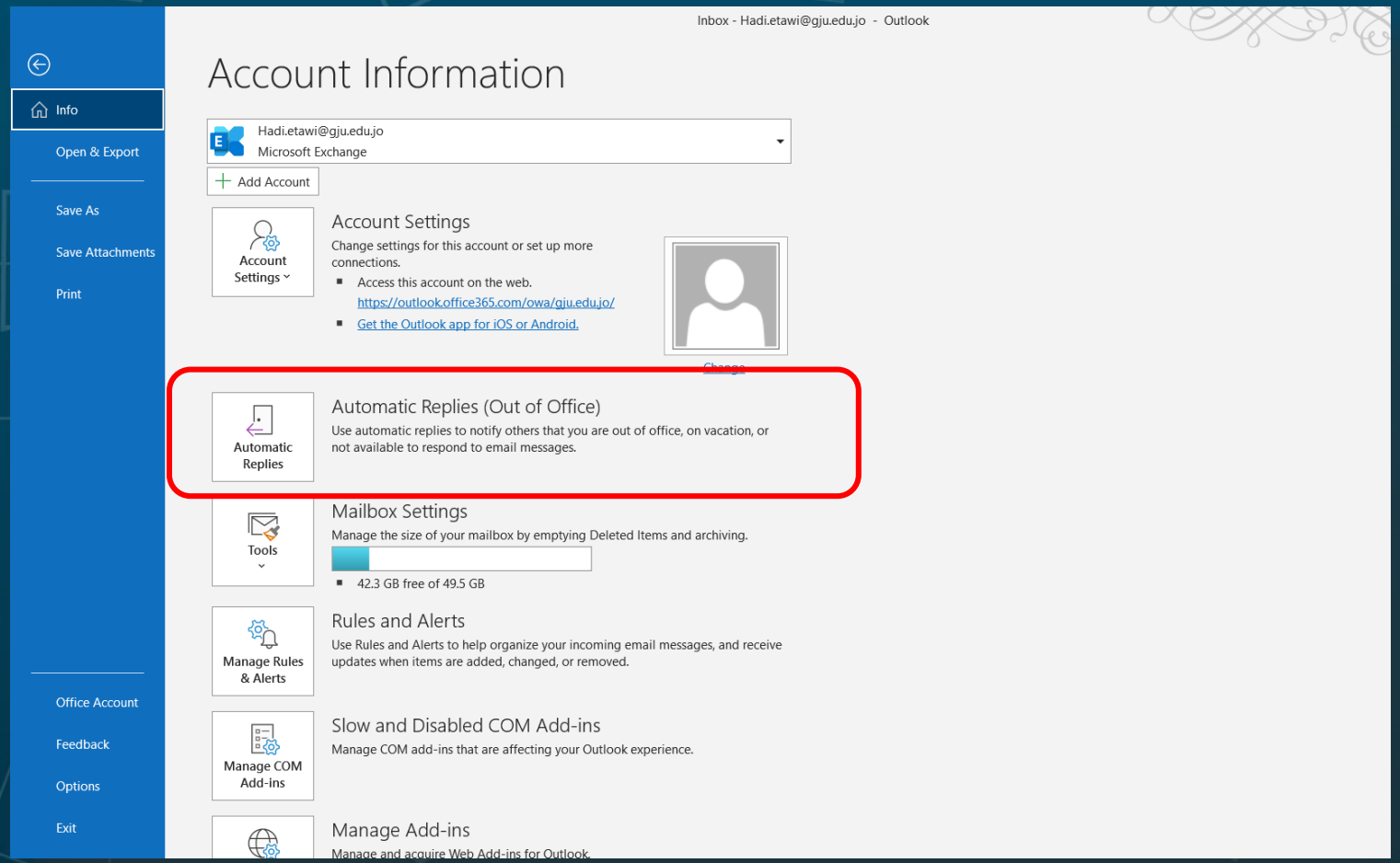
Then click *Automatic Replies (Out-of-Office)*. The Automatic Replies window will then appear.



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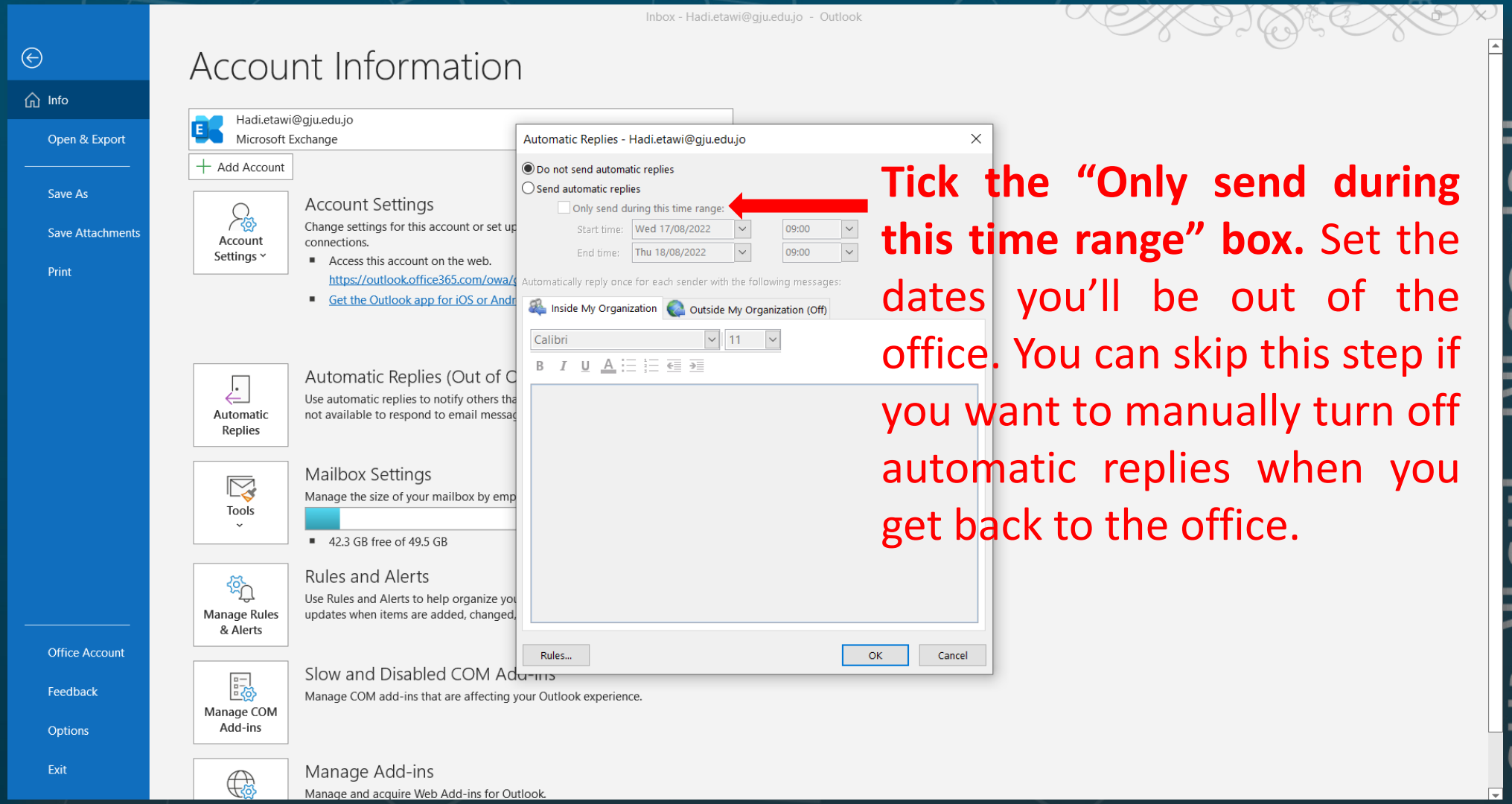
Click on ***Send automatic replies***.



Tick the "Only send during this time range" box. Set the dates you'll be out of the office. You can skip this step if you want to manually turn off automatic replies when you get back to the office.

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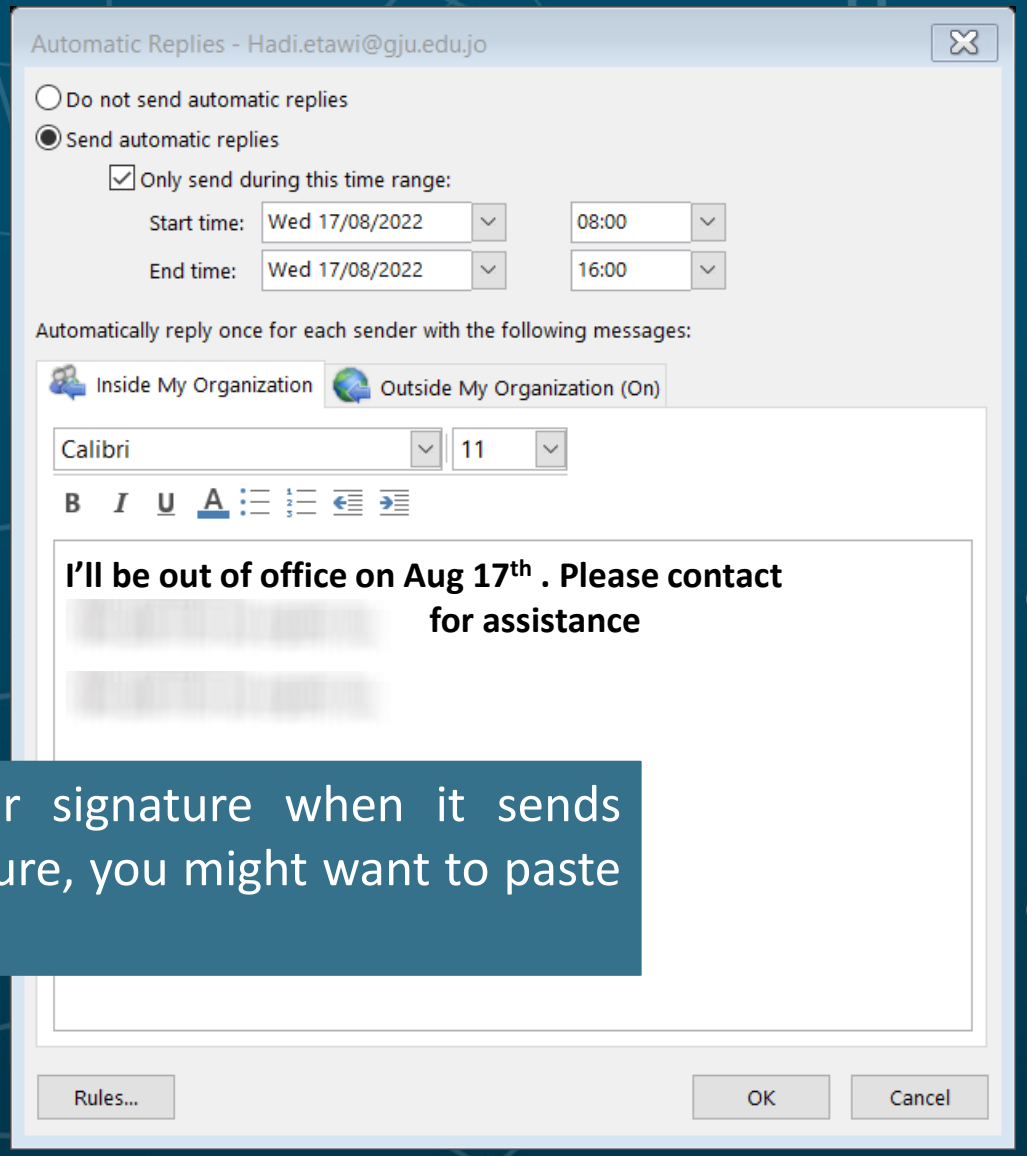
Setting up automatic out-of-office reply under the *Inside My Organization* tab.

This will be the automatic response sent to people from GJU who email you while you're away.



Note: Outlook does not attach your signature when it sends automatic replies. If you have a signature, you might want to paste it below your message.

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Setting up your automatic out-of-office reply under the *Outside My Organization* tab.

This is for people outside GJU. You can copy what you typed in for *Inside My Organization* or you can put something else for people outside your organization. You can even untick the "Auto-reply…" box if you don't want to send them an automatic reply while you're away.

Note: You can also set different automatic out of office replies for different people. Just click the Rules… button in the bottom-left corner and add a rule for each person or email subject.

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How to Set Up Out of Office Replies in the Microsoft Outlook Web Version

If you're using the web version of Outlook, you can set up out-of-office replies by going to *Settings* > *View all Outlook settings* > *Mail* > *Automatic replies*. Then turn on automatic replies, write your message, and click *Save*.

- Sign-in to your GJU email account using your preferred internet browser.
- **Click on the *Settings* icon.** This is the cog icon you can find on the top-right corner of the page.
- **Select *View all Outlook settings*.** You will see this at the bottom of the right sidebar. The *Settings* window will then appear.

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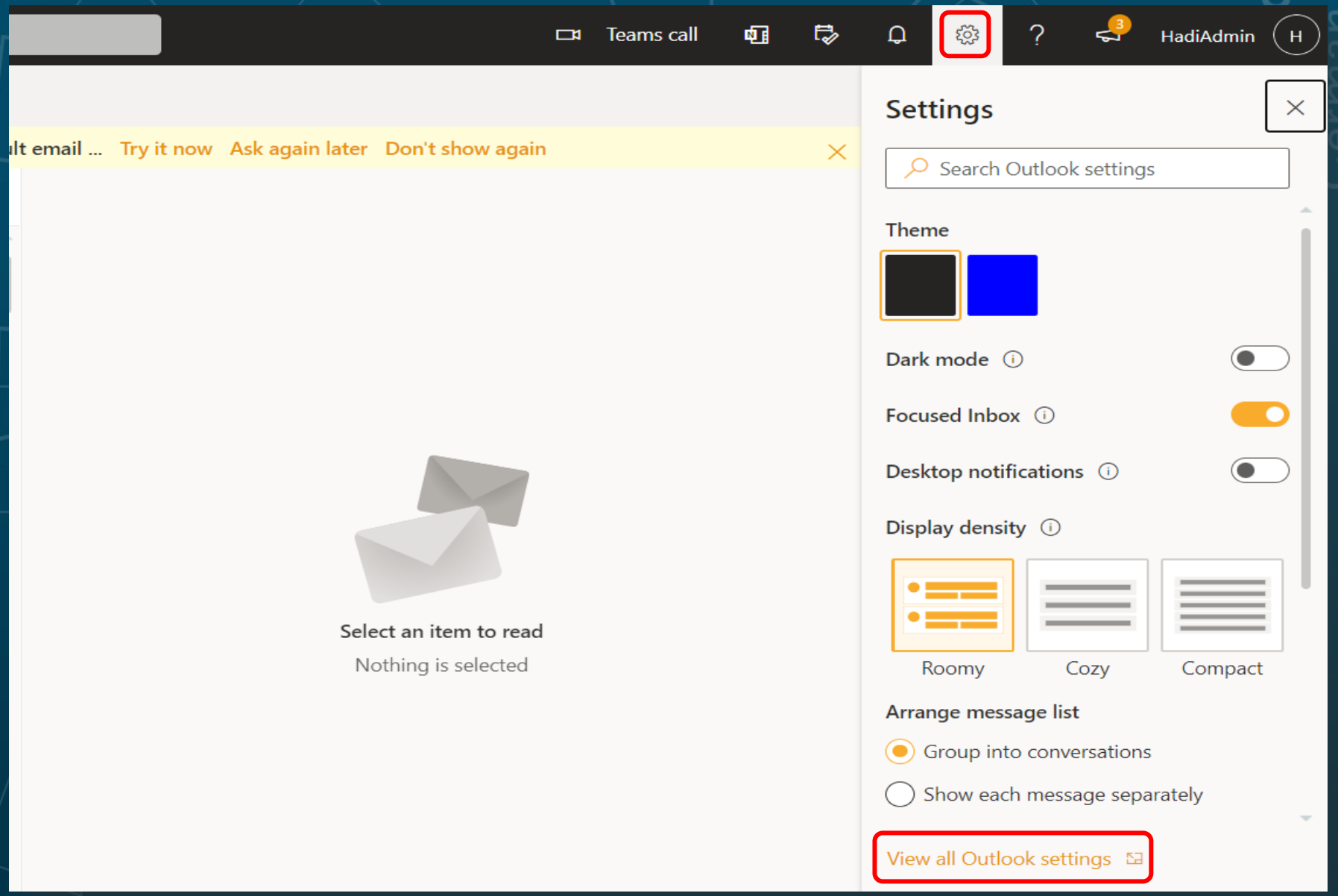

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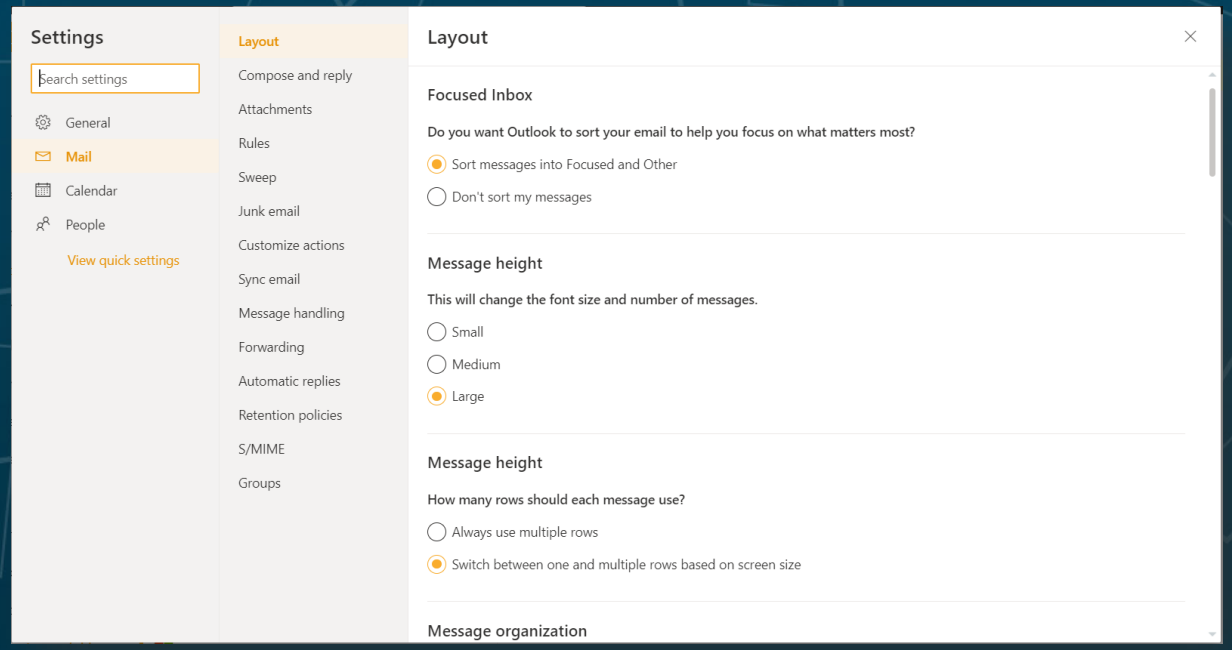
- **Select the *Mail* tab and then click *Automatic replies*.**
- **Click on *Turn on automatic replies*.** You can set your automatic reply dates by ticking the “Send replies only during a time period” box. You can skip this step if you want to manually turn off automatic replies when you get back to the office, like when you’re not sure when you’ll be back. Otherwise, this option is much more convenient.
- **Type in your out-of-office message.** This will be the automatic response sent to people from your company who email you while you’re away.



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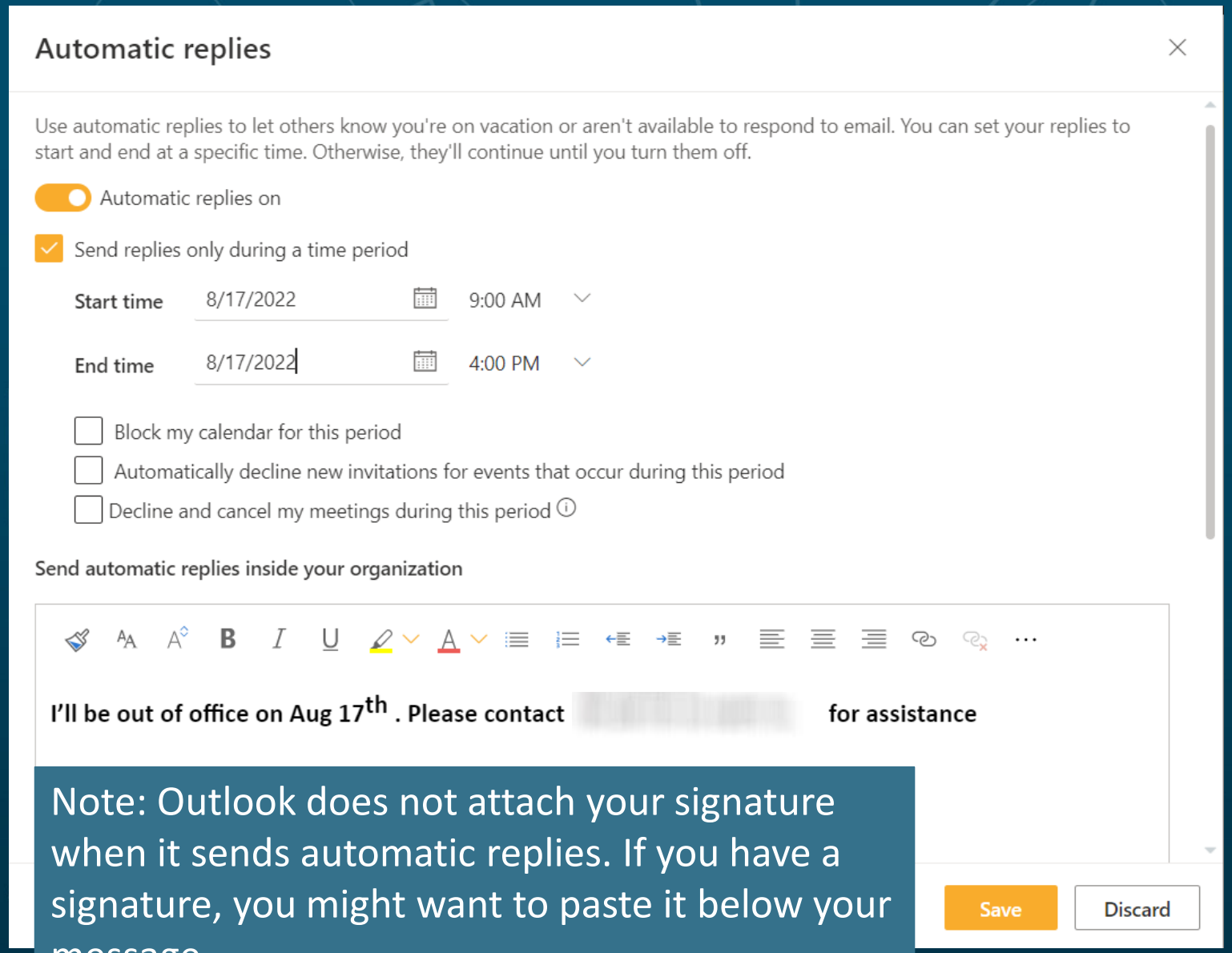
Click on *Save* once you've completed the all steps and text.



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Prepared by Hadi M. Aletaiwi | ISTC

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