

Automatic Replies (Out Of Office)

for

Outlook Web App

Outlook Desktop App



Office 365

Office 2021

Office 2019

Office 2016

Office 2013

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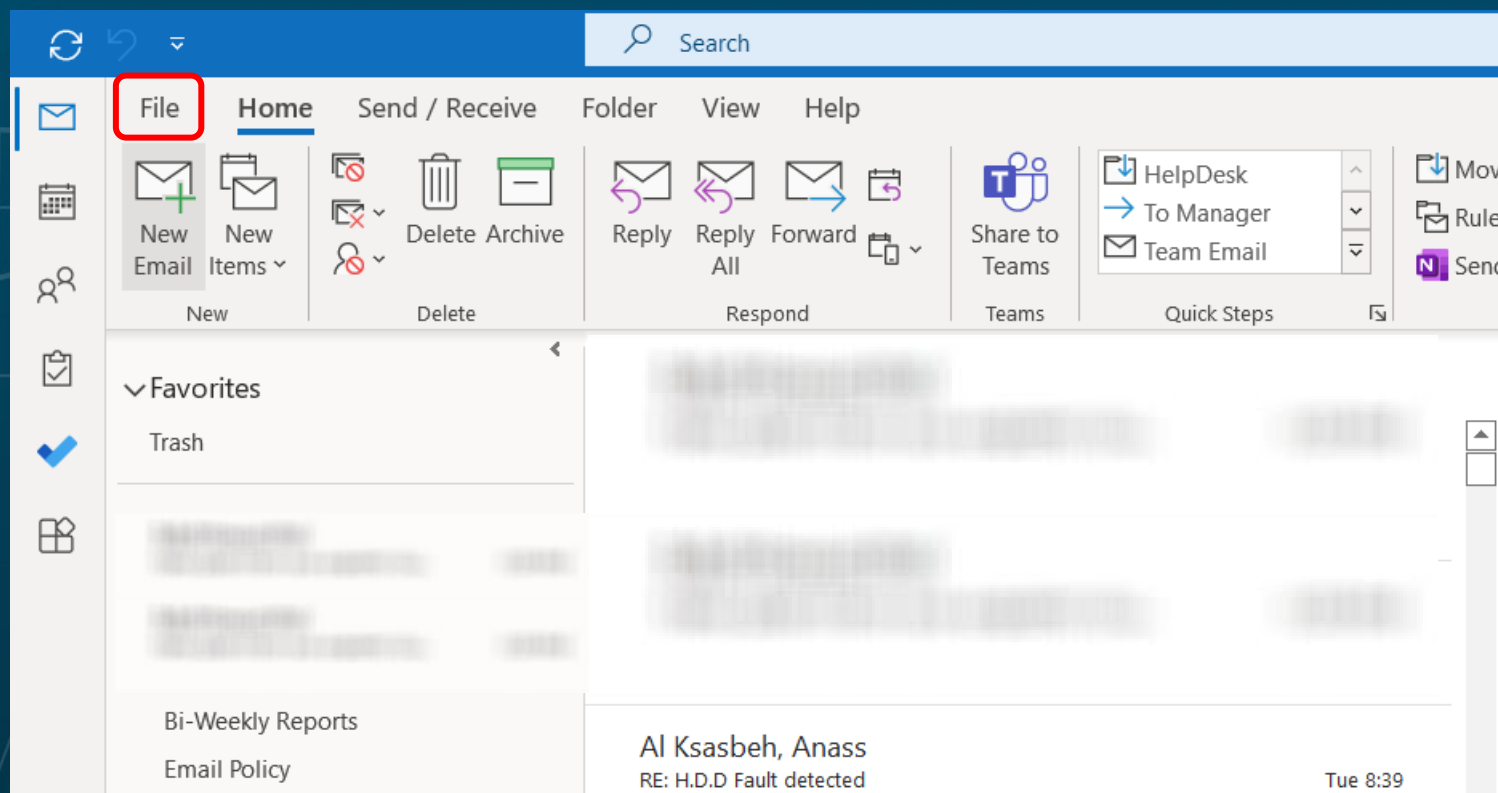
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How to Setup an Out-of-Office Reply in the Outlook Desktop App?

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.

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



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

The screenshot shows the Outlook 'Account Information' page for the account 'Hadi.etawi@gju.edu.jo'. The 'Automatic Replies (Out of Office)' option is highlighted with a red box. The page includes sections for Account Settings, Mailbox Settings, Rules and Alerts, Slow and Disabled COM Add-ins, and Manage Add-ins. The left sidebar contains navigation options like Info, Open & Export, Save As, Save Attachments, Print, Office Account, Feedback, Options, and Exit.

Inbox - Hadi.etawi@gju.edu.jo - Outlook

Account Information

Hadi.etawi@gju.edu.jo
Microsoft Exchange

+ Add Account

Account Settings

Change settings for this account or set up more connections.

- Access this account on the web.
<https://outlook.office365.com/owa/gju.edu.jo/>
- [Get the Outlook app for iOS or Android.](#)

Change

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 email messages.

Mailbox Settings

Manage the size of your mailbox by emptying Deleted Items and archiving.

42.3 GB free of 49.5 GB

Rules and Alerts

Use Rules and Alerts to help organize your incoming email messages, and receive updates when items are added, changed, or removed.

Slow and Disabled COM Add-ins

Manage COM add-ins that are affecting your Outlook experience.

Manage Add-ins

Manage and acquire Web Add-ins for Outlook.

Click on [Send automatic replies.](#)

The screenshot shows the Outlook 'Account Information' page for Hadi.etawi@gju.edu.jo. The 'Automatic Replies' section is highlighted. A dialog box titled 'Automatic Replies - Hadi.etawi@gju.edu.jo' is open, showing the 'Send automatic replies' option selected. The 'Only send during this time range' checkbox is checked, and a red arrow points to it. The time range is set from Wednesday, 17/08/2022, 09:00 to Thursday, 18/08/2022, 09:00. The dialog also shows a text area for the reply message and buttons for 'Rules...', 'OK', and 'Cancel'.

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.

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.

Automatic Replies - Hadi.etawi@gju.edu.jo

Do not send automatic replies

Send automatic replies

Only send during this time range:

Start time: Wed 17/08/2022 08:00

End time: Wed 17/08/2022 16:00

Automatically reply once for each sender with the following messages:

Inside My Organization Outside My Organization (On)

Calibri 11

B I U A [List Icons]

I'll be out of office on Aug 17th . Please contact for assistance

Rules... OK Cancel


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.

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.

Teams call ? 3 HadiAdmin H

alt email ... Try it now Ask again later Don't show again

Select an item to read
Nothing is selected

Settings

Search Outlook settings

Theme

Dark mode

Focused Inbox

Desktop notifications

Display density

Roomy Cozy Compact

Arrange message list

Group into conversations

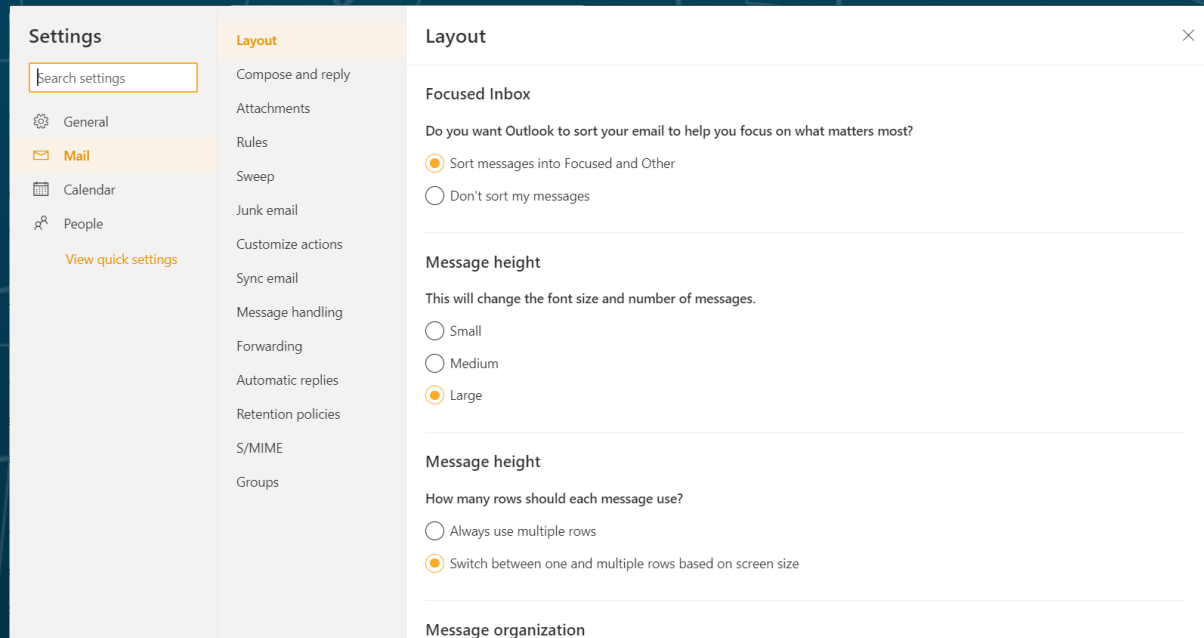
Show each message separately

[View all Outlook settings](#)

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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.



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

Automatic replies

Use automatic replies to let others know you're on vacation or aren't available to respond to email. You can set your replies to start and end at a specific time. Otherwise, they'll continue until you turn them off.

Automatic replies on

Send replies only during a time period

Start time 9:00 AM

End time 4:00 PM

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

Send automatic replies inside your organization

I'll be out of office on Aug 17th. Please contact [redacted] for assistance

Save Discard

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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