

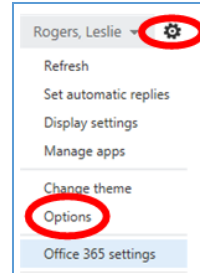
Outlook 2013 Web App

Automatic Replies

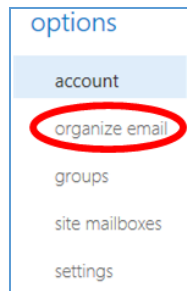
You can set up an automatic reply to let people know you won't be responding to their messages right away or are out of the office.

To set up an automatic reply

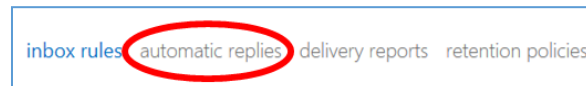
- Click the gear icon at the top of the page.
- Click **Options**.



- Click **Organize email**.



- Click **Automatic Replies**.



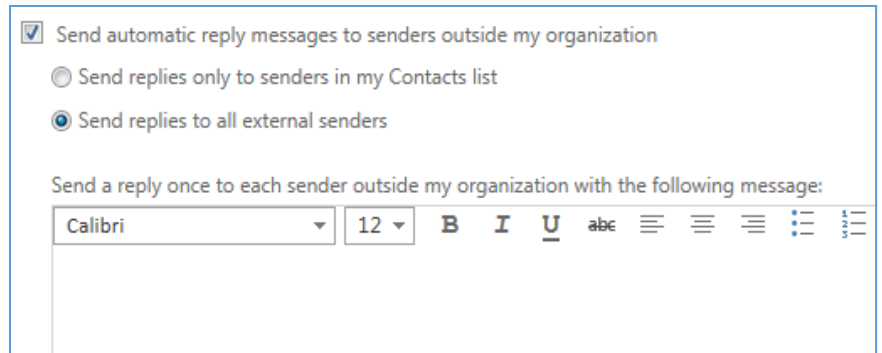
- Click **Don't send automatic replies** to turn off automatic replies.
- Click **Send automatic replies** to turn on automatic replies.

- Click **Send replies only during this time period** to enter a start and end date and time for the automatic reply. If you don't set a time period, the automatic reply remains on until you turn it off.

- Click **Send a reply once to each sender inside my organization with the following message:** to create a message only sent to senders inside your organization (this option may not be available) and enter the message you want sent.

- Click **Send automatic reply messages to senders outside my organization** if you want automatic replies sent to senders outside your organization.

- Click **Send replies only to senders in my Contacts list** to limit the automatic replies to senders who are in your Contacts folder; others will not receive the automatic reply.



The screenshot shows the 'Send automatic reply messages to senders outside my organization' settings in Outlook. The top checkbox is checked. Below it are two radio button options: 'Send replies only to senders in my Contacts list' (unselected) and 'Send replies to all external senders' (selected). Underneath, there is a text area for a custom message with a rich text editor toolbar. The toolbar includes a font dropdown set to 'Calibri', a size dropdown set to '12', and icons for bold (B), italic (I), underline (U), text color (abc), bulleted list, numbered list, and link.

- Click **Send replies to all external senders** to send an automatic reply to all senders outside your organization.
- Click **Send a reply once to each sender outside my organization with the following message:** if you've selected **Send automatic reply messages to senders outside my organization**, enter the reply you want to send here.

- When you are finished setting up the rule, click **Save**.