Setting an Out of Office Notification with Outlook Web App
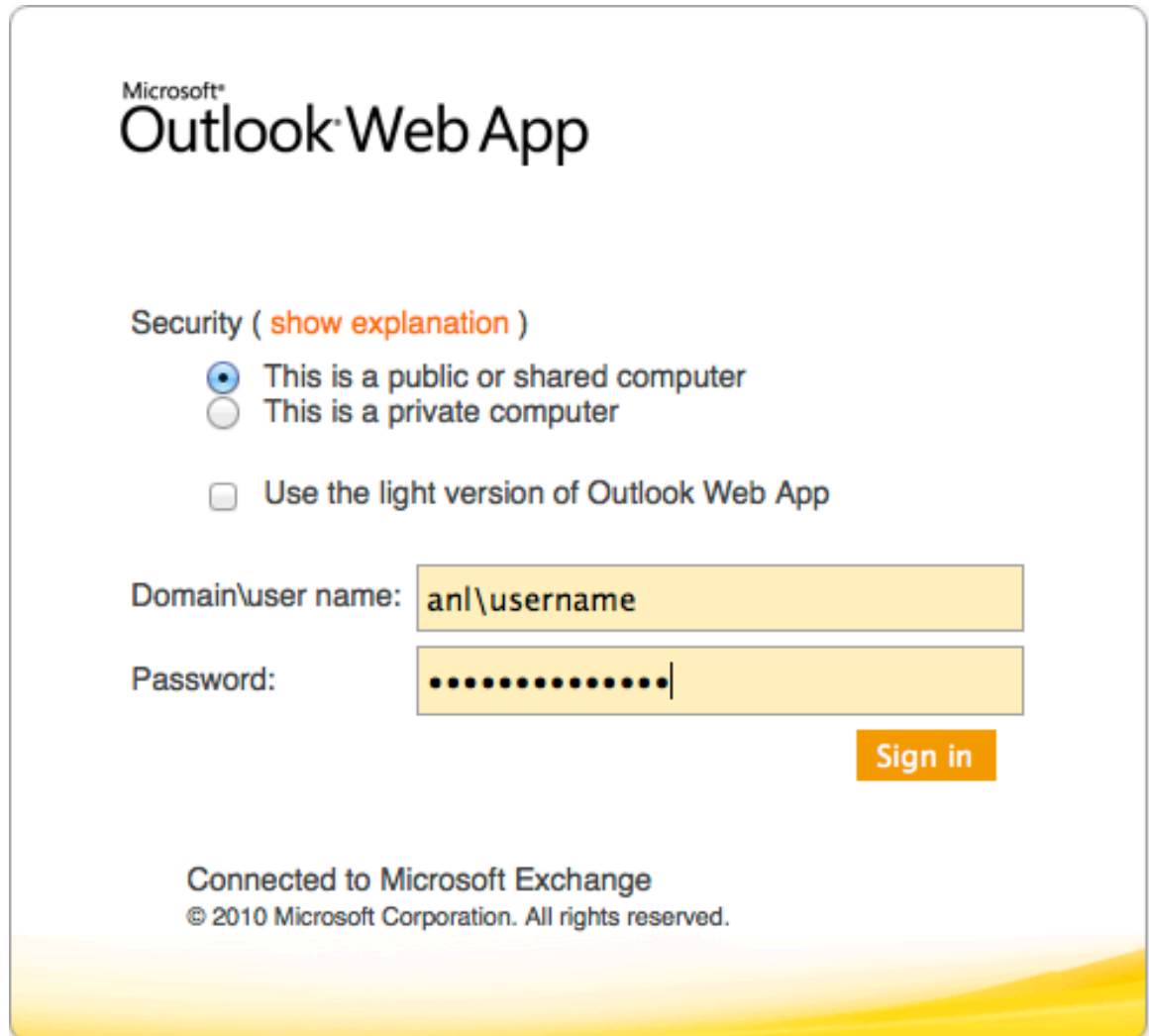
6/7/13

1. Log in to your mailbox through the web portal at http://mail.anl.gov

Microsoft®
Outlook Web App

Security (show explanation)
- ⦿ This is a public or shared computer
- ◯ This is a private computer

☐ Use the light version of Outlook Web App
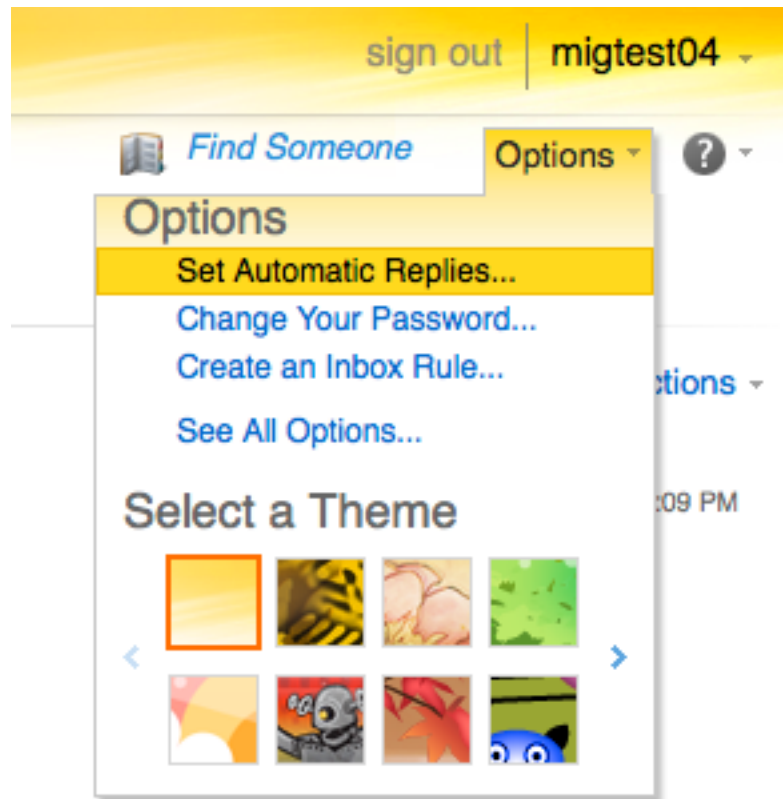
Domain\user name: anl\username

Password: ••••••••••••••

Sign in

Connected to Microsoft Exchange
© 2010 Microsoft Corporation. All rights reserved.

1. At the top right hand corner of the Outlook Web App window, click the "Options" menu and choose "Create an Inbox Rule…"

2. To enable Automatic replies, choose the "Send automatic replies" radio button.

3. If you know how long you will be away, you can opt to automatically enable and disable automatic replies by choosing a start and end time. To enable this feature, check the "Send replies only during this time period" checkbox and set your criteria. Otherwise, leave this check box unchecked and automatic replies will be enabled once you complete the steps described in this document.

Automatic Replies

Create automatic reply (Out of Office) messages here. You can send re

○ Don't send automatic replies
● Send automatic replies

☑ Send replies only during this time period:

Start time: Fri 6/7/2013 ▼ 5:00 PM ↕

End time: Mon 6/17/2013 ▼ 9:00 AM ↕

4. Enter your out of office message in the field provided. The text you type in the field will be sent only to users with an ANL mailbox.

Send a reply once to each sender inside my organization with the following message:

| Tahoma | 10 | **B** | *I* | U | abc | ≡ | ≡ | ≡ | ☰ | ☷ | ⇥ | ⇤ | aby ▾ | A ▾ | ⬚ | ⥊ |

I will be out of the office until Monday June 17th.

5. You can also opt to send out of office messages to non ANL users. To enable this feature, check the "Send automatic reply messages to senders outside my organization", and then choose to send to all external users, or just external users in your contact list. Lastly, enter the text you wish external users to see.

   If you do not want to send automatic replies to users outside of ANL, then uncheck this box.

   ☑ Send automatic reply messages to senders outside my organization

   ○ Send replies only to senders in my Contacts list
   ⦿ Send replies to all external senders

   Send a reply once to each sender outside my organization with the following message:

| Tahoma | 10 | **B** | *I* | U | abc | ≡ | ≡ | ≡ | ☰ | ☷ | ⇥ | ⇤ |

   I will be unavailable until Monday June 17th

6. Click "Save" to complete the automatic reply setup.