



Outlook Web Access: Out of Office

1. Click **Settings**.



2. Click **Automatic replies**.



3. Click **Send automatic replies**.

4. Click **checkbox** next to **Send replies only during this time period**.

5. Indicate **Start** and **End times**.

6. Select calendar options.

7. Create and format reply for **WCPSS senders**.

8. Select options and format reply for **external senders**.

9. Click **OK** to save changes.

Automatic replies

Create automatic reply (Out of Office) messages here. You can set your reply to start to continue until you turn it off.

3 Don't send automatic replies
 Send automatic replies

4 **Send replies only during this time period**

5 Start time: Tue 8/1/2017 1:00 PM
 End time: Wed 8/2/2017 1:00 PM

Block my calendar for this period

6 Automatically decline new invitations for events that occur during this period
 Decline and cancel my meetings during this period

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

7 **B I U A A A** I will be out of the office today.

Send automatic reply messages to senders outside my organization

8 Send replies only to senders in my Contact list
 Send automatic replies to all external senders

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

B I U A A A I will be out of the office today.