## **HOW TO SET AN OUT OF OFFICE MESSAGE**

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File Constraints	Folde	er View	Inpox - test	user@college.ucla.eo	du - Micro	soft Outlook					6 6
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<ul> <li>Favorites</li> </ul>	<							County All Marine	(0H) - 10		0 4
inbox		U/O: D B From		Subject				Search All Mail Items	Received T	Cite	12 4 33
Sent Items		Date: Today									Tue 4
✓ testuser@college.ucla.edu		🚖 🌒 Mallick, Mark		out of ofc					Mon 11/14/2011 5:11 PM	454 KB	7 9
🛛 📴 Inbox		(a) Mallick, Mark		appt					Mon 11/14/2011 4:55 PM	112 KB	Y M
Drafts		A Date: Last Week									scuss
Deleted Items		🚖 @ User, Test		attachment					Wed 11/9/2011 12:04 PM	328 KB	Idv
Go Junk E-mail (1)		A Date: Two Weeks Ago									Roll
Outbox		🚖 User, Test		test link					Tue 11/1/2011 3:38 PM	2 KB	Y ž
Search Folders		4 Date: Older									¥
Sync Issues		S Nguyen, Mike		Another test	email				Tue 11/2/2004 10:38 AM	1,022 B	7 10
Mai Calendar State Calendar C											T Task
Items: 6								😑 Online with Microsoft	Exchange 🔲 🗐 100	ж <del>о</del>	
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## Inbox - testuser@college.ucla.edu - Microsoft Os Home Send / Receive Folder View Save As Account Information Save Attac testuser@college.ucla.edu Microsoft Exchange Add Account Account Settings Modify settings for this account, and configure additional connections. Print 2 Help Account Settings \* Doption: https://em.ucla.edu/owa Ext 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 e-mail messages. Mailbox Cleanup 3 Manage the size of your mailbox by emptying Deleted Items and archiving. Cleanup Tools \* 494 MB free of 500 MB Rules and Alerts Use Rules and Alerts to help organize your incoming e-mail messages, and receive updates when items are added, changed, or removed. 22 Manage Rules & Alerts

Click on the 'File' tab.

## Click on the 'Automatic Replies' button.

Automatic Replies - testuser@college.ucla.edu	×
Do not send automatic replace	
O Send automatic replies	
Only send during this time range:	
Start time: Mon 11/14/2011 💌 5:00 PM 💌	
En <u>d</u> time: Tue 11/15/2011 💌 5:00 PM 💌	
Automatically reply once for each sender with the following messages:	
🚳 Inside My Organization 🧟 Outside My Organization (Off)	
Tahoma 🔹 🖪 🖌 🗵 🛓 🗄 筐 筐	
<u>,</u>	
Rules OK Cancel	

To activate the Out of Office message, click on the 'Send Automatic Replies' radio button.

Automatic Replies - testuser@college.ucla.edu	×
O Do not send automatic replies	
Send automatic replies	
Only send during this time range:	
Start time: Mon 11/14/2011 🔽 5:00 PM 🔽	
En <u>d</u> time: Thu 11/17/2011 💌 8:00 AM 💌	
Automatically reply once for each sender with the following messages:	
Inside My Organization	
Tahoma 🔹 8 🔹 🖪 I 💆 🚣 🏣 🎼	
helpdesk.	
OK Cancel	

Automatic Replies - testuser@college.ucla.edu	$\mathbf{X}$			
C Do not send automatic replies				
Send automatic replies				
Only send during this time range:				
Start time: Mon 11/14/2011 💌 5:00 PM 💌				
En <u>d</u> time: Thu 11/17/2011 💌 8:00 AM 💌				
Automatically reply once for each sender with the following messages:				
🚜 Inside My Organization 🛛 🥋 Outside My Organization (On)				
Auto-reply to people outside my organization				
C My <u>C</u> ontacts only <ul> <li><u>Anyone outside my organization</u></li> </ul>				
Tahoma 🔹 8 🔹 🖪 🖌 🛄 📥 🗄 📜				
I will be out of the office until Thursday, November 17th.				
Rules OK Cancel				

If you prefer, recipients can receive different Out of Office replies depending on whether they are Inside or Outside the Organization. In our case, 'Inside My Organization' senders include anyone currently on Enterprise Messaging. This may include people from areas of campus outside the Division of Undergraduate Education (e.g. The Dean's Office.).

Senders from 'Outside My Organization' include people from those campus departments not yet on Enterprise Messaging, or anyone from off campus.

Automatic Replies - testuser@college.ucla.edu	X				
C Do not send automatic replies Send automatic replies ✓ Only send during this time range: Start time: Mon 11/14/2011 ▼ 5:00 PM ▼ End time: Thu 11/17/2011 ▼ 8:00 AM ▼					
Automatically reply once for each sender with the following messages:					
🦗 Inside My Organization 🧔 Outside My Organization (On)					
Tahoma       Image: Second structure       Imag					
Rules OK Cancel					

0   📑 🔊 🌧 🗙   ⇒ File Home Send	Inbox - testuser@college.ucla.edu - Microsoft Outlook /Receive Folder View	표 급 (2)
Save As Save Attachments  Info Open Print Help Options Ett Ett Ett	Account Information  Statuseffectinge.cuck.edu  Account  Account Exchange  Add Account  Account  Account Setting:  Accou	
	Automatic       Replies       Control creples to notify others that you are out of office, on a valiable to replan to new proportion of a mail message.       Image: Control creples are being sent.	

If you select the 'Only send during this time range:' radio button, the Out of Office message will only be sent during the specified times. If you do not select this option, the message will be sent until you manually turn it off.