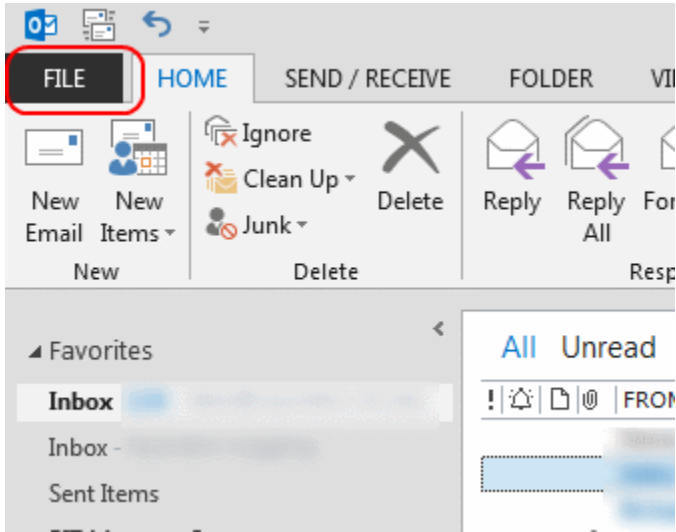


# Automatic Replies (Vacation Message)

- Microsoft Outlook
- OWA - mymail.rit.edu

## Microsoft Outlook

Start by opening Outlook and clicking on the **File** tab.



Under **Info**, click on **Automatic Replies (Out of Office)**. Make sure you have selected your RIT account from the drop down (**Microsoft Exchange**).

←

Info

Open & Export

Save As

Save Attachments



Print

Office Account


Options

Exit

# Account Information


   
Microsoft Exchange

+ Add Account


  
Account Settings ▾

**Account Settings**  
Change settings for this account or set up more connections.

- Access this account on the web.  
<https://mymail.ad.rit.edu/owa/>

  
Automatic Replies

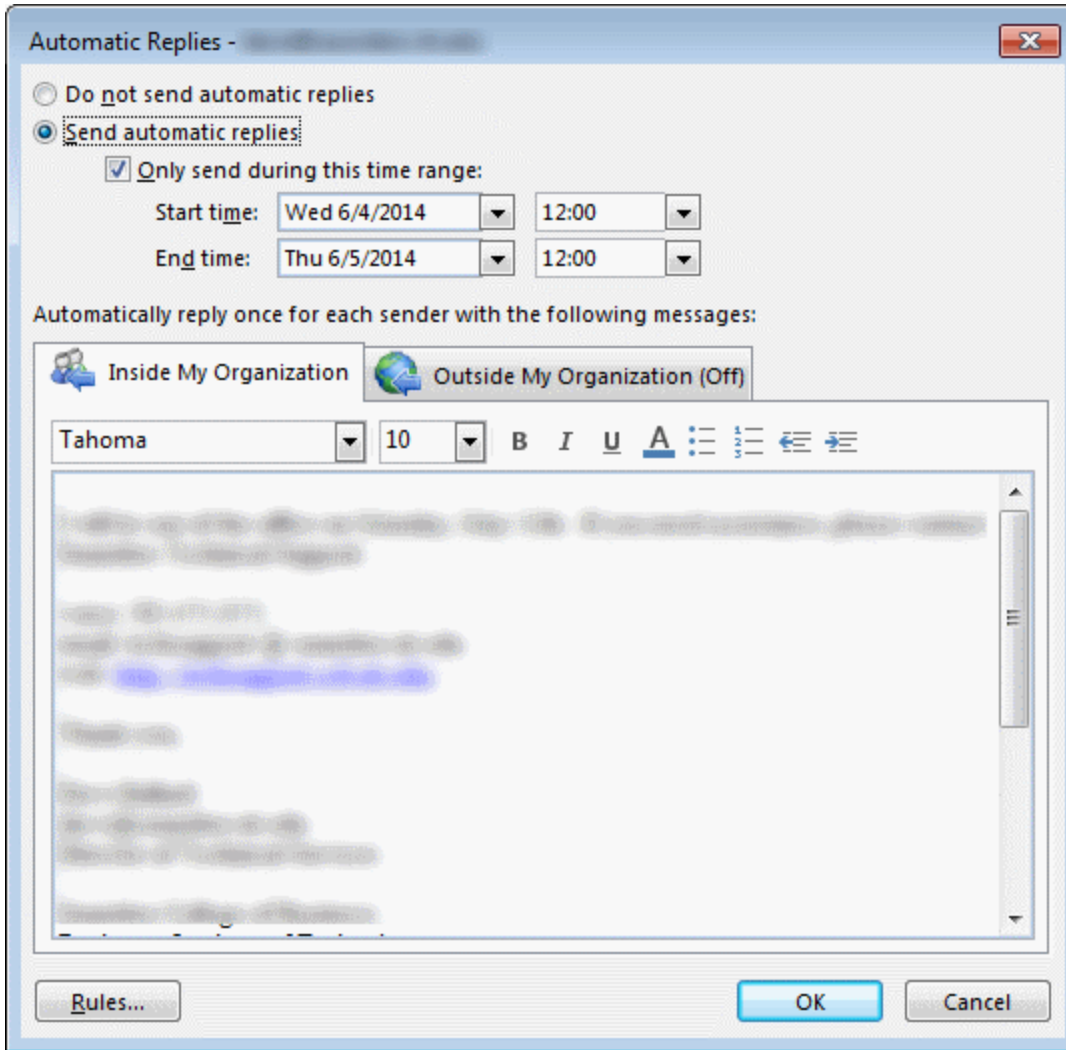
**Automatic Replies (Out of Office)**  
Use automatic replies to notify others that you are out of office, not available to respond to e-mail messages.

  
Cleanup

**Mailbox Cleanup**  
Manage the size of your mailbox by emptying Deleted Items and

Then set your automatic replies for both **Inside** and **Outside** of RIT. In some cases, you may want to set this for only **Inside** RIT.

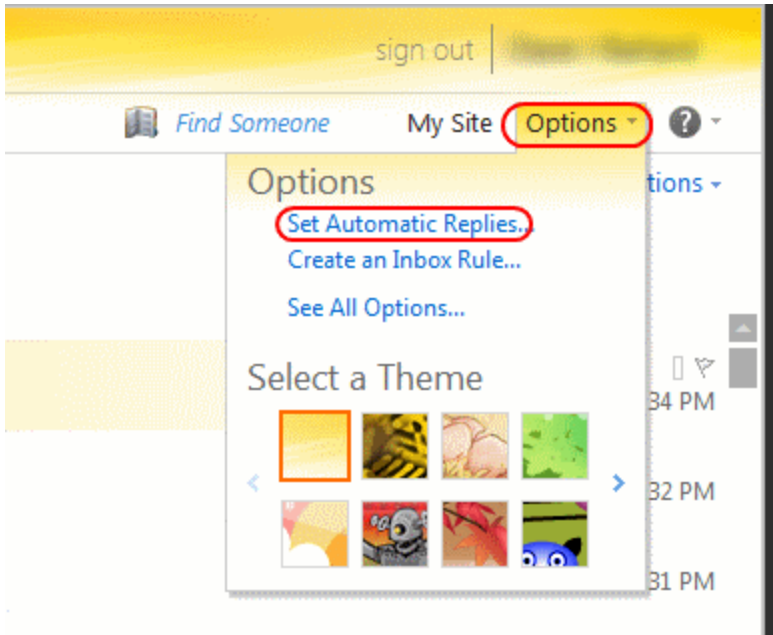
We recommend specifying the date/time ranges so you don't need to worry about turning it off when you return.



## OWA - mymail.rit.edu

Start by opening your browser to <http://mymail.rit.edu/> and signing in.

Once signed in, click on **Set Automatic Replies...** under **Options** in the upper right-hand corner.



Then set your automatic replies for both **Inside** and **Outside** of RIT. In some cases, you may want to set this for only **Inside** RIT. We recommend specifying the date/time ranges so you don't need to worry about turning it off when you return.

A screenshot of the 'Automatic Replies' settings page in Office 365. At the top, there are three icons: 'Inbox Rules', 'Automatic Replies' (selected), and 'Delivery Reports'. The main heading is 'Automatic Replies'. Below it, a text box explains: 'Create automatic reply (Out of Office) messages here. You can send replies to senders the whole time you're away or for a specific period of time.' There are two radio buttons: 'Don't send automatic replies' (unselected) and 'Send automatic replies' (selected). Under 'Send automatic replies', there is a checked checkbox 'Send replies only during this time period:'. Below this are two rows of dropdown menus: 'Start time: Wed 6/4/2014 5:00 PM' and 'End time: Mon 6/9/2014 7:00 AM'. A text box says 'Send a reply once to each sender inside my organization with the following message:'. Below this is a rich text editor with a toolbar containing options for font face (Tahoma), size (10), bold, italic, underline, text color (abc), background color, bulleted list, numbered list, link, unlink, insert image, and text color. The editor area contains a blurred message body. At the bottom right, there is a green checkmark and the word 'Save'.