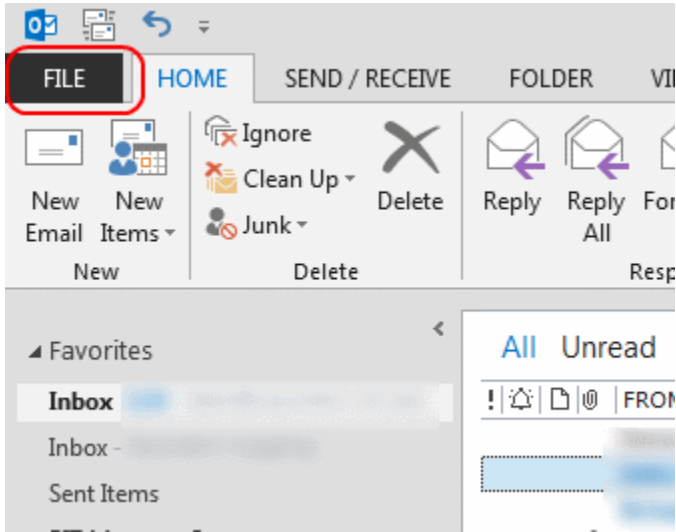


Automatic Replies (Vacation Message)

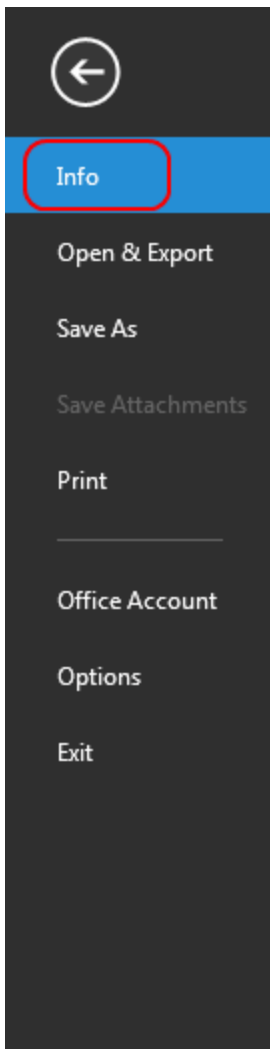
- Microsoft Outlook
- OWA - mymail.rit.edu

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**).




Account Information


 [Redacted]
Microsoft Exchange

[+ Add Account](#)

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

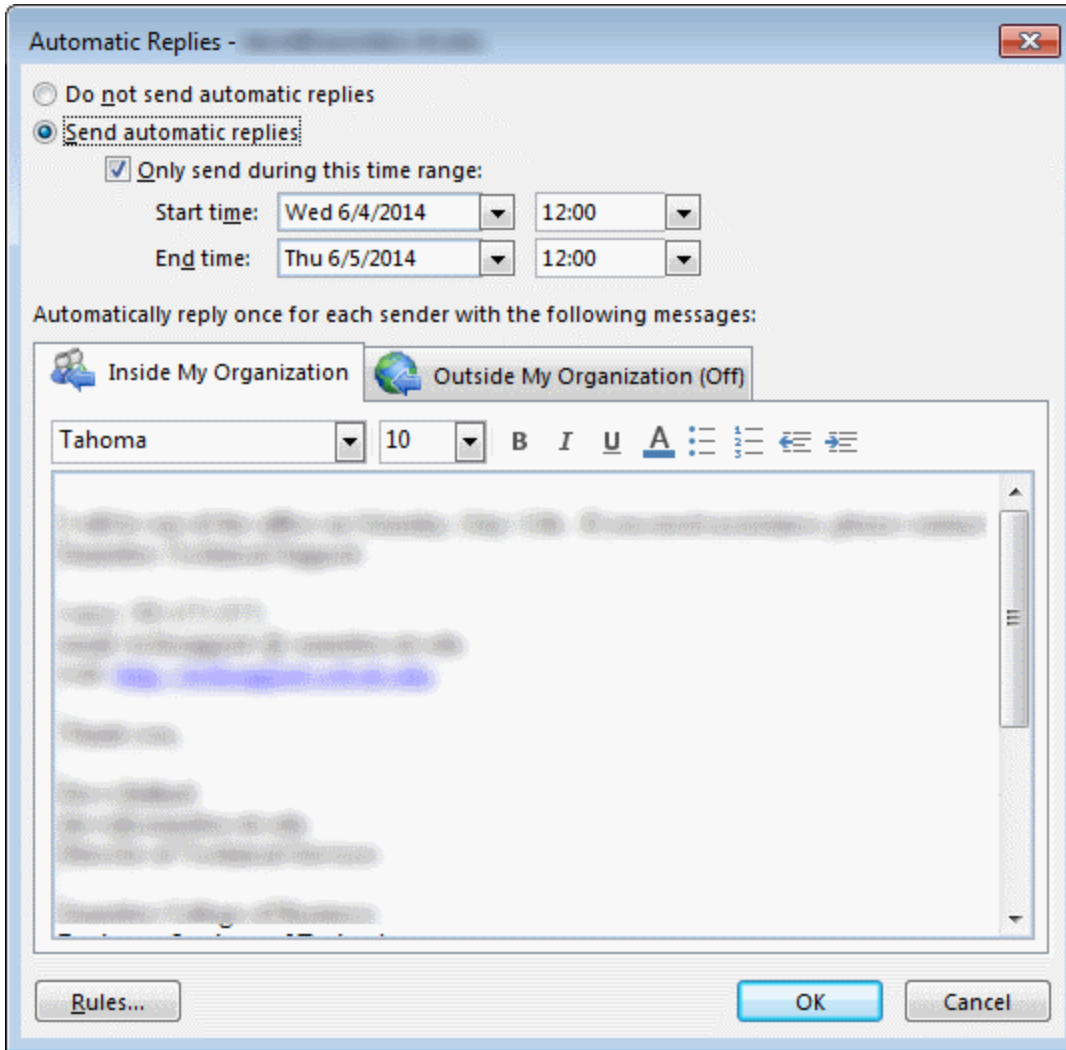
- Access this account on the web.
<https://mymail.ad.rit.edu/owa/>

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

 **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.

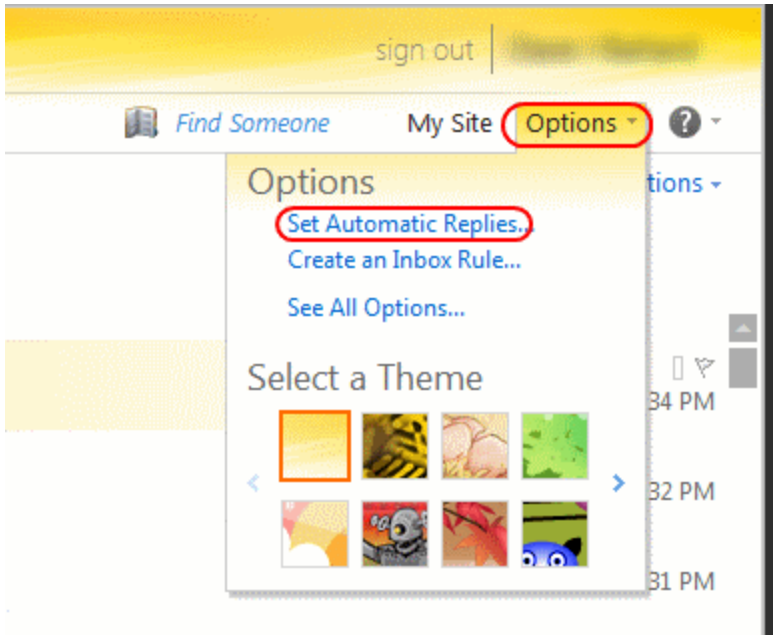
We recommend specifying the date/time ranges so you don't need to worry about turning it off when you return.



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.

Inbox Rules **Automatic Replies** Delivery Reports

Automatic Replies

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.

Don't send automatic replies

Send automatic replies

Send replies only during this time period:

Start time: Wed 6/4/2014 5:00 PM

End time: Mon 6/9/2014 7:00 AM

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

Tahoma 10 **B I U** abc [List Icons] [Text Color] [Background Color] [Undo] [Redo] [Link] [Image] [Text Color] [Background Color] [Undo] [Redo]

[Message Body]

✓ Save