

Outlook 2007 and Outlook Web App

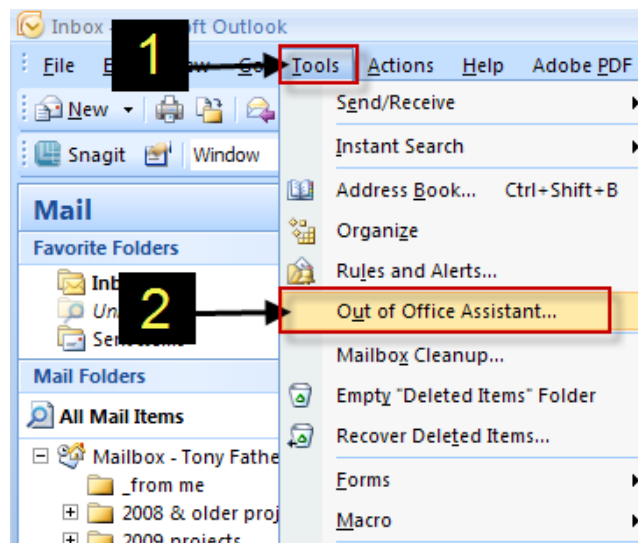
This fact sheet explains how to setup an out office reply for those times you are unable to respond to email. When enabled, out of office assistant automatically sends a pre-configured message to each person who sends you email. However, if a sender emails you more than once, only one auto reply is sent. Regardless of your out of office setting, email is still delivered to your inbox and can be read and responded to normally. Don't forget to disable the out of office assistant when you return to the office!

Outlook 2007 and Internet Explorer (web app) have been used for screen shots. Outlook 2003 is similar. Users of alternative web browsers will find Outlook Web App has a different appearance; however the process will be the same.

Outlook 2007

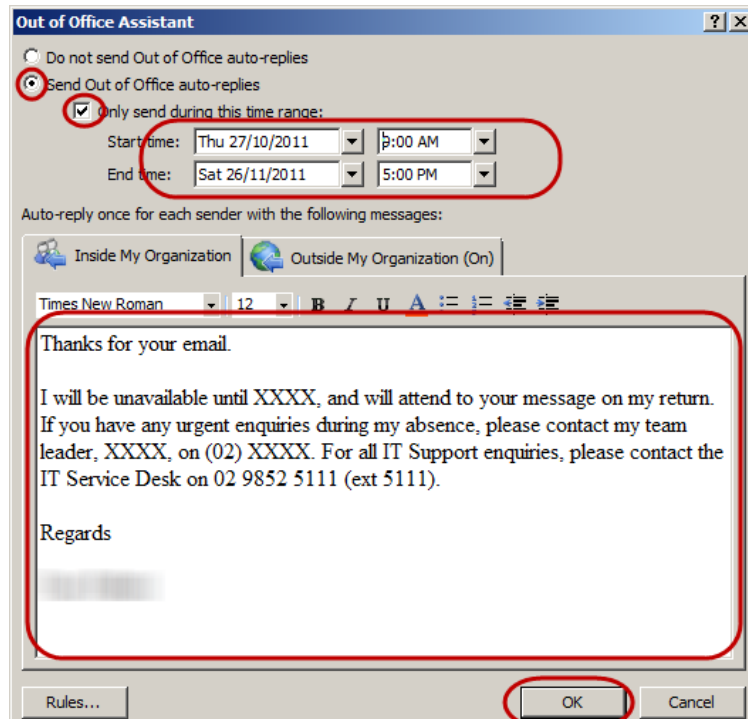
Open Outlook

From the **Tools** menu, choose **Out of Office Assistant...**



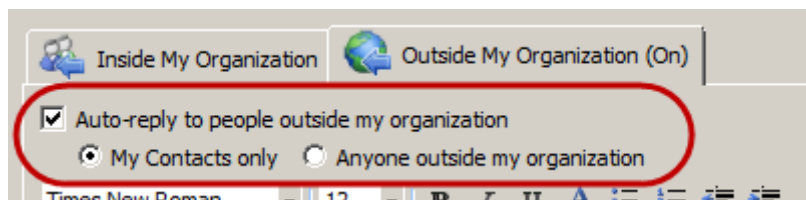
Tools → Out of Office Assistant

The Out of Office Assistant opens. To create or change your message, you need to check **Send automatic replies**. Tick **Only send during this time range**. Set the **start and end dates and times**. Ensure the **Inside My Organisation** tab is selected and enter and format the text for your auto-reply to UWS email addresses. Don't press OK just yet.



Check Send Out of Office, enter your text, set the dates and times

Switch to the **Outside my Organisation** tab. Enter and format the text for auto-replies to non-UWS email addresses. This text can be completely different to that used internally. Tick **Auto-reply to people outside my organisation**. You can choose to check **My Contacts only** to reply only to people in your contacts list, which reduces the chance of replying to spam.



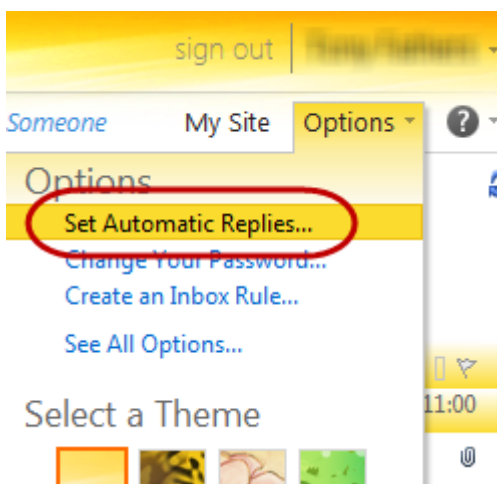
Tick Auto-reply and choose whether or not to reply to contacts only

Press **OK**. Out of Office Assistant will close, and will automatically take effect during the dates and times you entered.

Outlook Web App (OWA)

Log in to OWA with your MyUWSAccount credentials. <http://email.uws.edu.au>

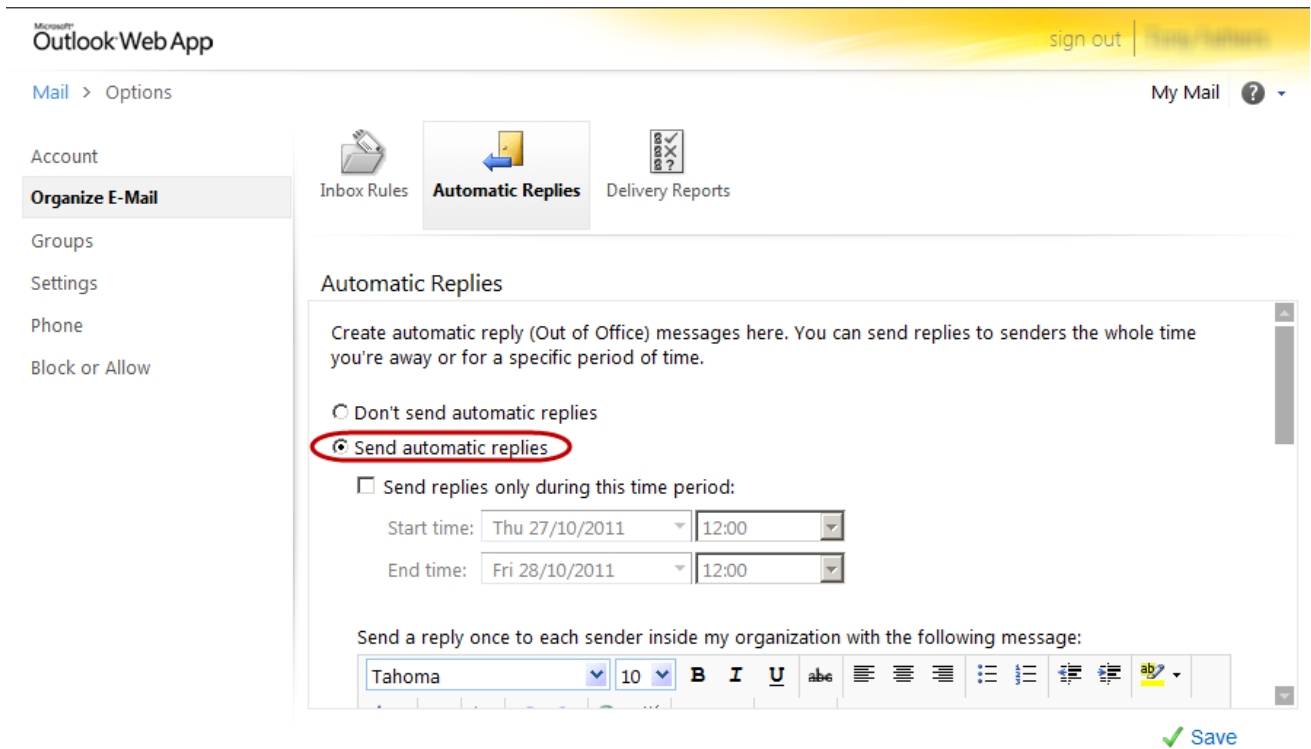
Login with your MyUWSAccount credentials



options menu

Press the **options button** at the top right hand side of the screen. The options menu will appear. Choose **Set Automatic Replies...**

The automatic replies window appears. To create or change your message, you need to check **Send automatic replies**.



Outlook Web App's automatic replies window

As with Outlook 2007, you can send two different messages - one to email addresses within UWS, and one to external email addresses. For external senders, you can choose to reply only to people in your contacts list, which reduces the chance of replying to spam.

Enter the text(s) for your auto-reply, set the date range(s), and click **Save** to exit the options screen. The automatic replies window will close and will automatically take effect during the dates and times you entered.



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