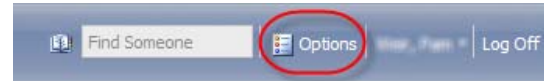
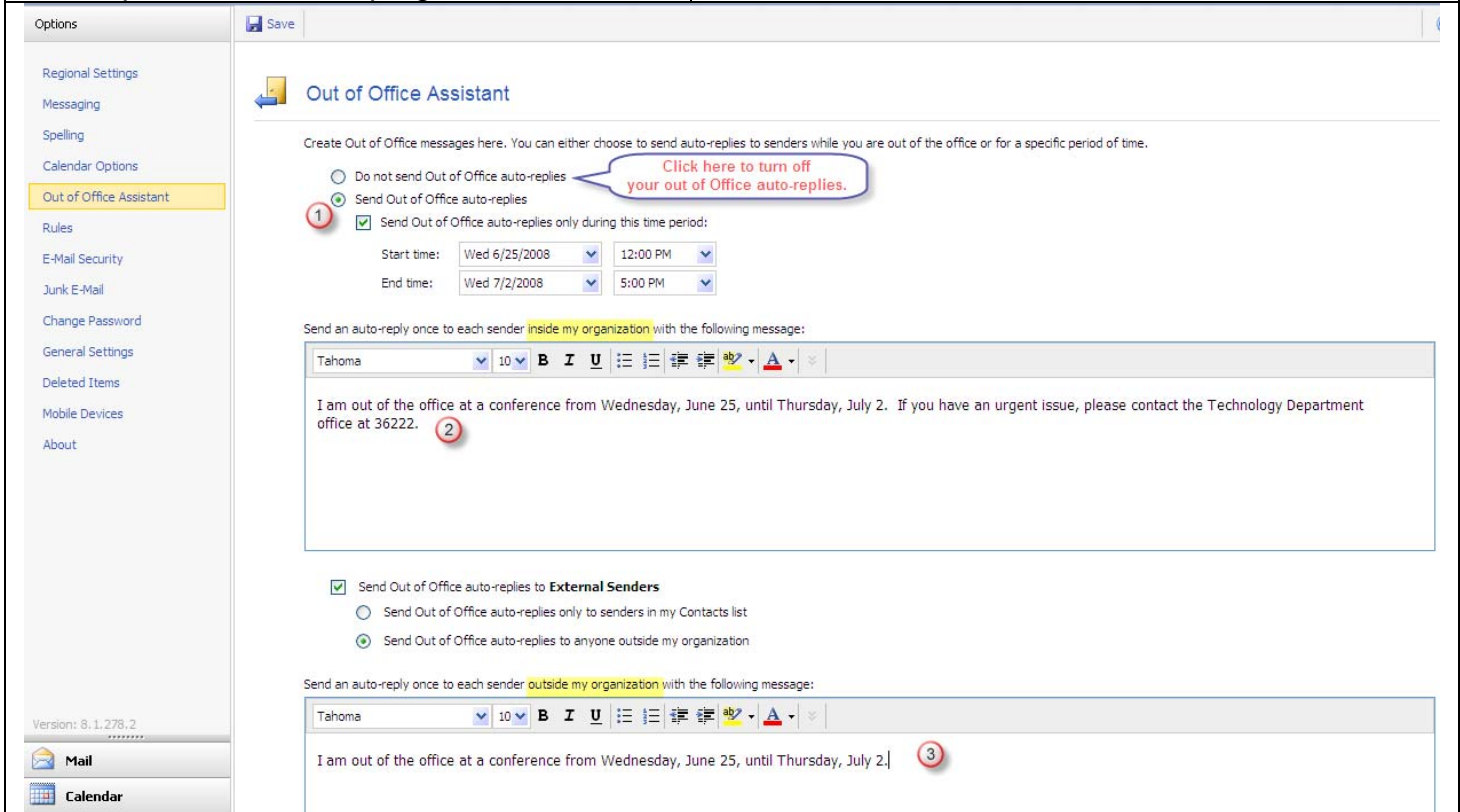


## Setting an Out of Office Reply in Outlook Web Access

Open the web version of Outlook at [mail.friscoisd.org](mailto:mail.friscoisd.org)



Click Options near the top right.



Options

Regional Settings

Messaging

Spelling

Calendar Options

Out of Office Assistant

Rules

E-Mail Security

Junk E-Mail

Change Password

General Settings

Deleted Items

Mobile Devices

About

Version: 8.1.278.2

Mail

Calendar

### Out of Office Assistant

Create Out of Office messages here. You can either choose to send auto-replies to senders while you are out of the office or for a specific period of time.

Do not send Out of Office auto-replies

Send Out of Office auto-replies

Send Out of Office auto-replies only during this time period:

Start time: Wed 6/25/2008 12:00 PM

End time: Wed 7/2/2008 5:00 PM

Send an auto-reply once to each sender **inside my organization** with the following message:

Tahoma 10 B I U

I am out of the office at a conference from Wednesday, June 25, until Thursday, July 2. If you have an urgent issue, please contact the Technology Department office at 36222.

Send Out of Office auto-replies to **External Senders**

Send Out of Office auto-replies only to senders in my Contacts list

Send Out of Office auto-replies to anyone outside my organization

Send an auto-reply once to each sender **outside my organization** with the following message:

Tahoma 10 B I U

I am out of the office at a conference from Wednesday, June 25, until Thursday, July 2.

- 1) Click **Send Out of Office auto-replies** and set your start and end time parameters.
- 2) Type in the message you want to send to people **INSIDE** our district.
- 3) You now have the option to send a message to people **OUTSIDE** the district if you so choose. This feature allows you to customize the auto-replies, so you can send a different version to people outside the district.

If you do **NOT** check the Send Out of Office auto-replies to External Senders box, only people inside the district will receive your out of office auto-reply.

When you return and launch either webmail or the Outlook client on your computer, a pop-up box will appear reminding you that your out of office auto-reply is on and asking if you want to turn it off.