

# Setting Automatic Replies in Outlook 2010

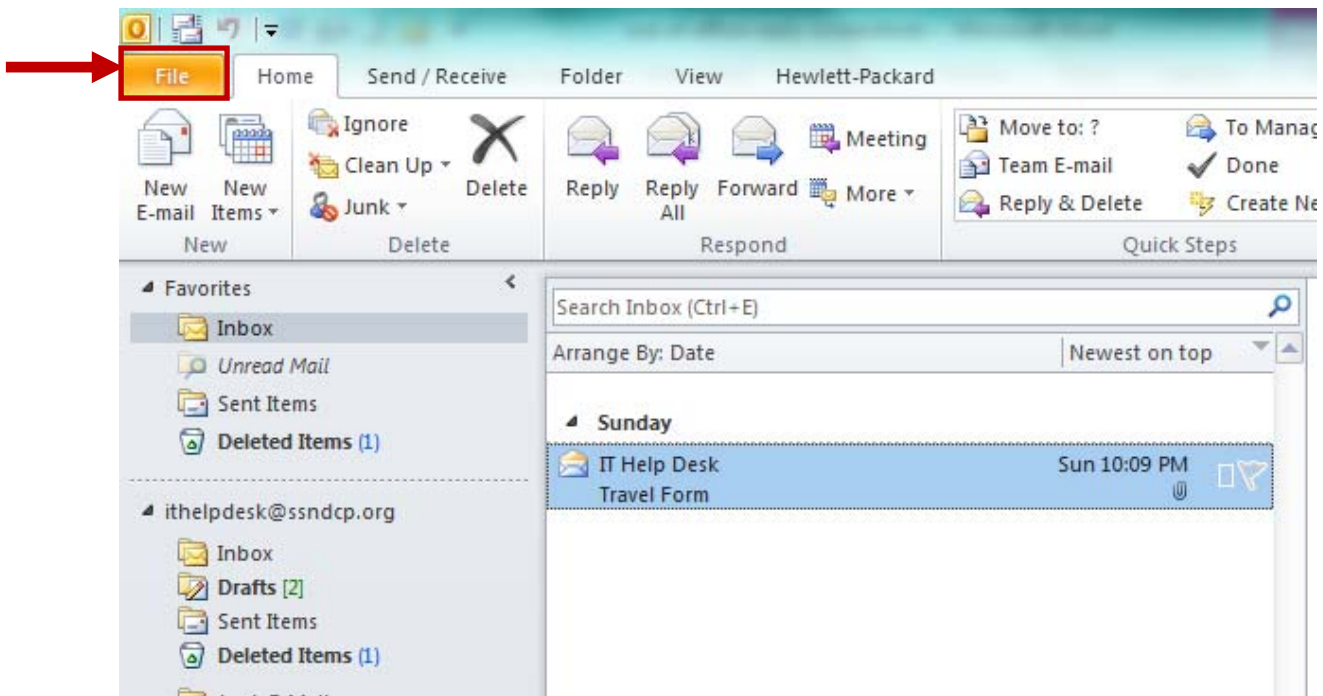


## [Abstract](#)

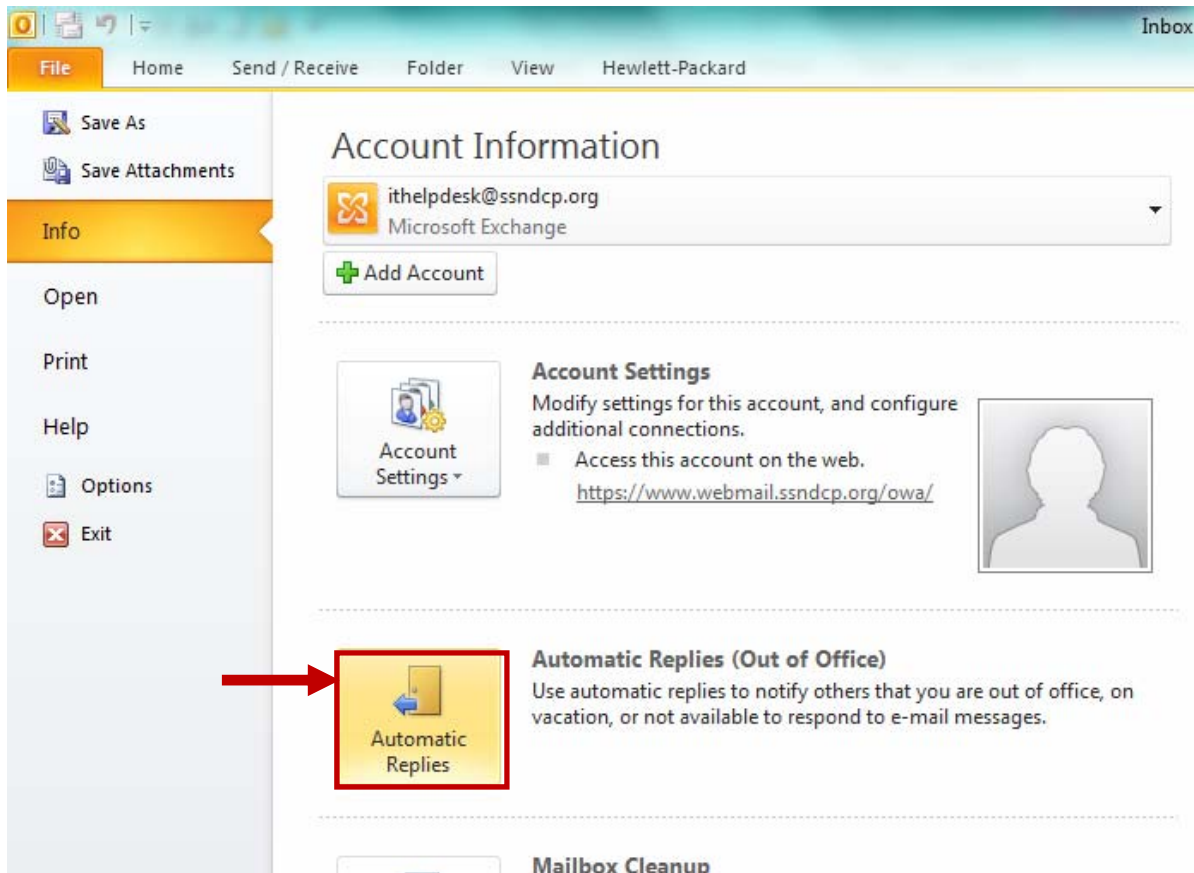
Use automatic replies whenever you want to let people who send you email know that you won't be responding to their messages right away. This is useful when you are out of the office or on retreat for an extended time. After automatic replies are turned on, they'll be sent once to each individual who e-mails you.

Provided by SSND IT Department

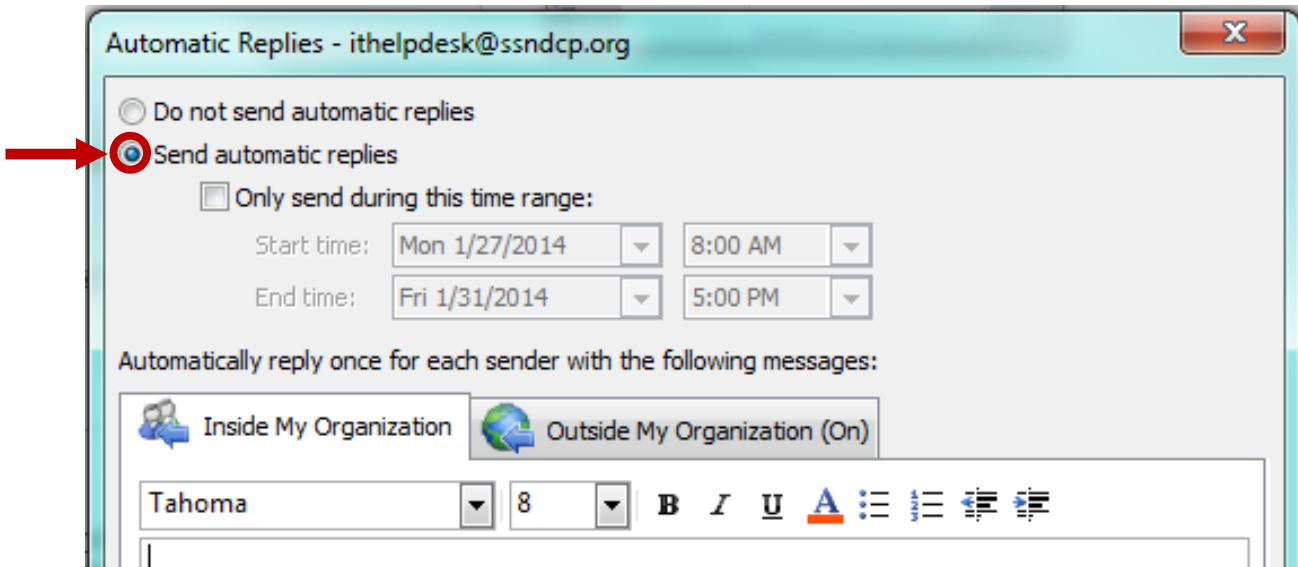
1. Click the **File** tab in the upper, left corner.



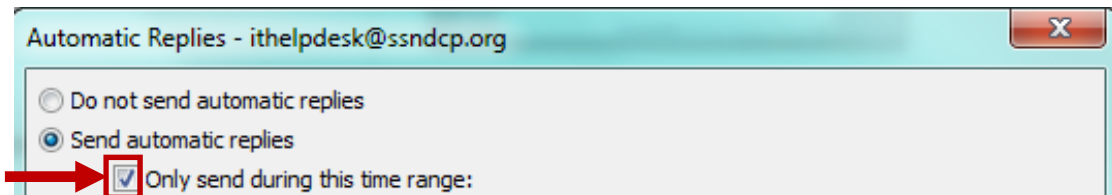
2. Click the **Automatic Replies** option.



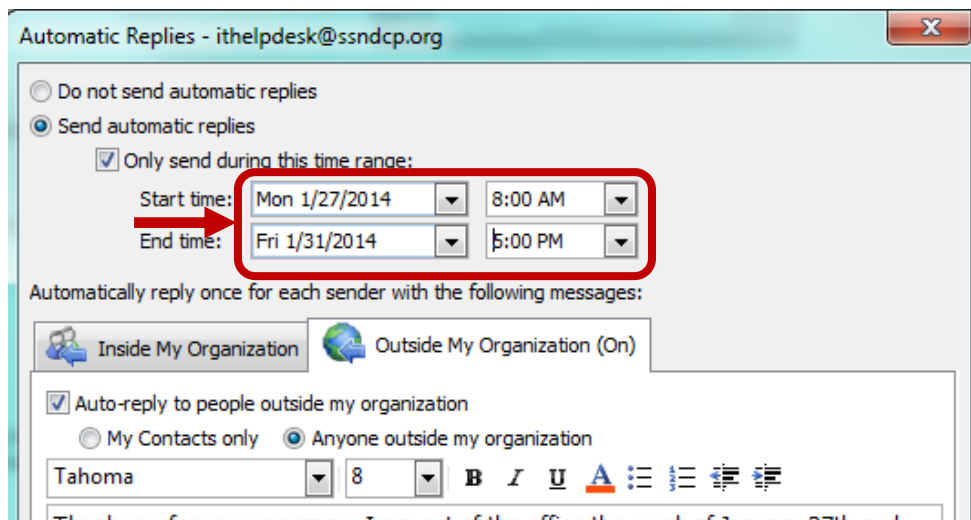
3. The Automatic Replies window opens. *Click* the **Send automatic replies** button to turn automatic replies on.



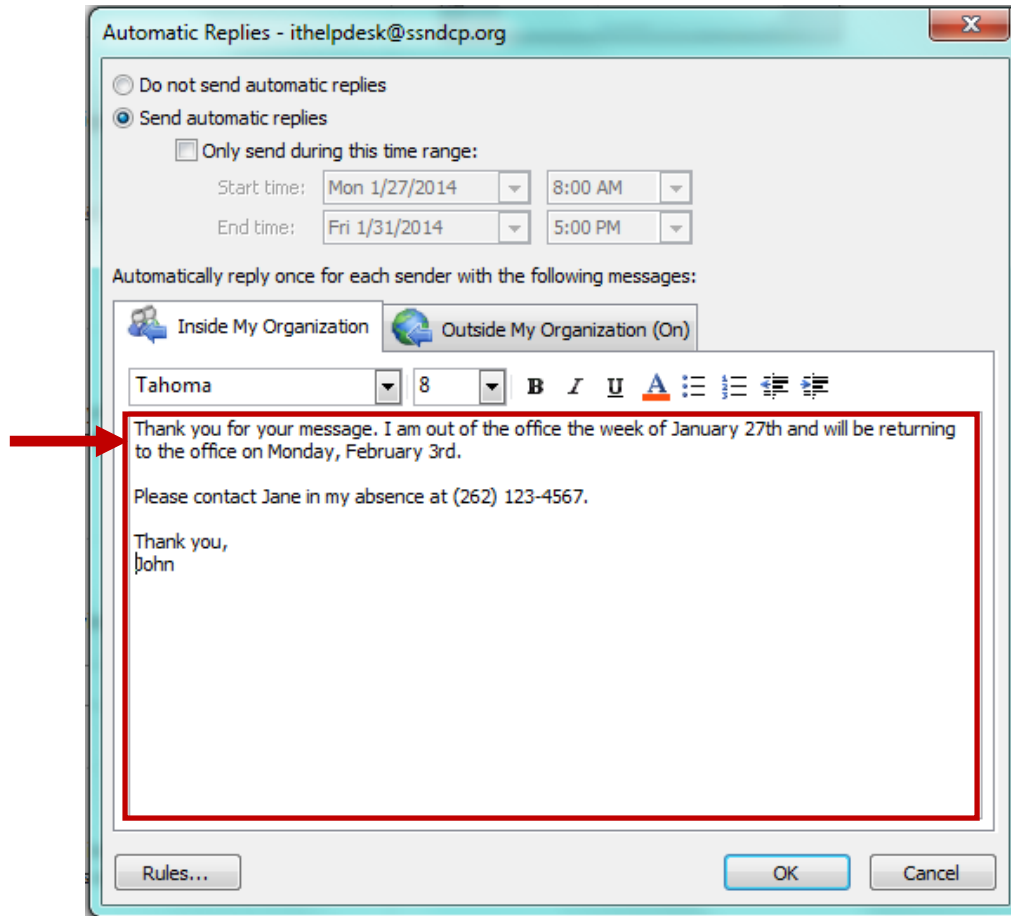
4. In the same Automatic replies window:
  - a. Click the **“Only send during this time range:”** checkbox.



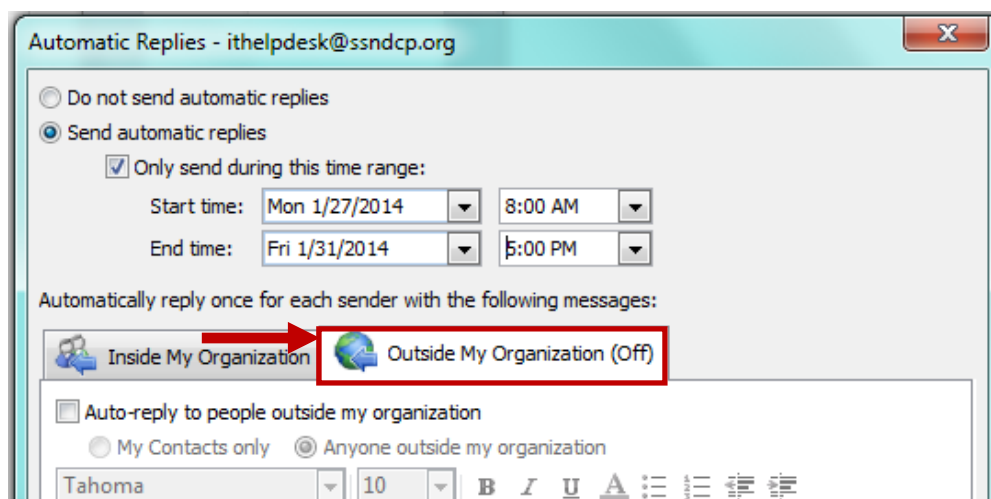
- b. Then, set the **Start time** and the **End time** of your replies by *clicking* the down facing arrows and specifying dates and times. If you don't specify a date range, you will need to select the **Do not send automatic replies** option when you return to the office.



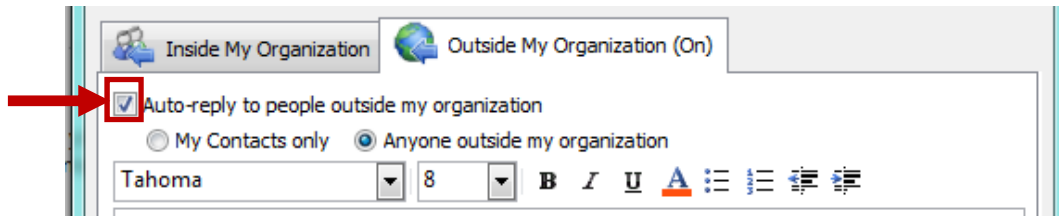
- c. Type in the message you would like to automatically be sent to individuals *within* the organization (anyone with an ssndcp.org e-mail address).



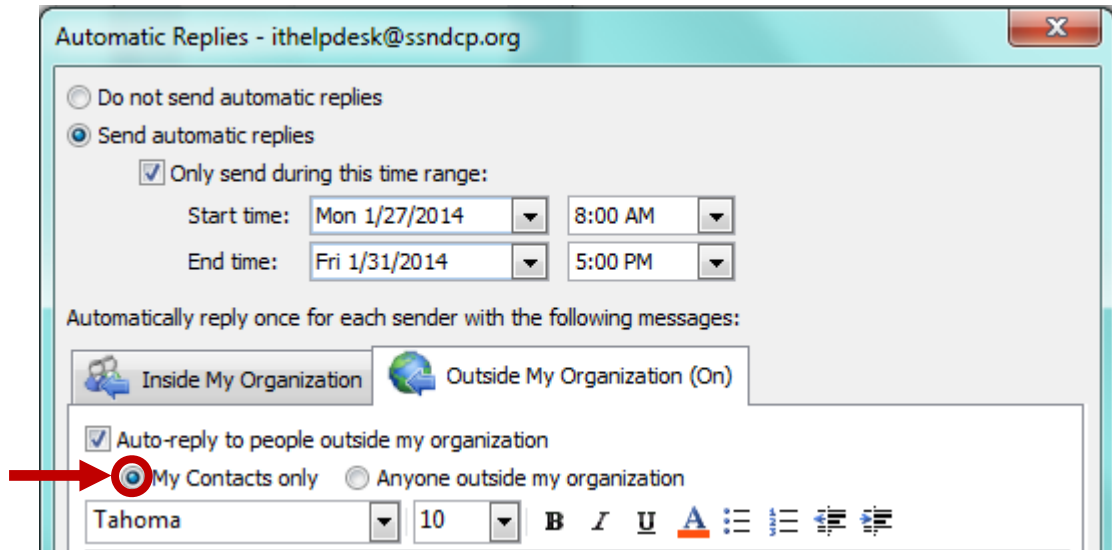
- d. (Optional) If you would like individuals outside of our organization to receive an automatic reply, *click* the **Outside My Organization (On)** tab.



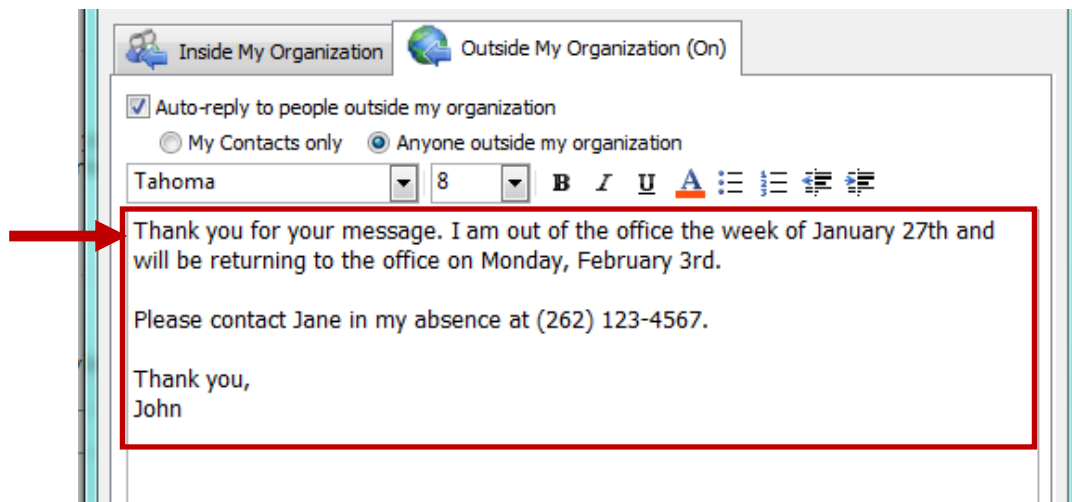
- i. In that same tab, *click* the box next to Auto-reply to people outside my organization.



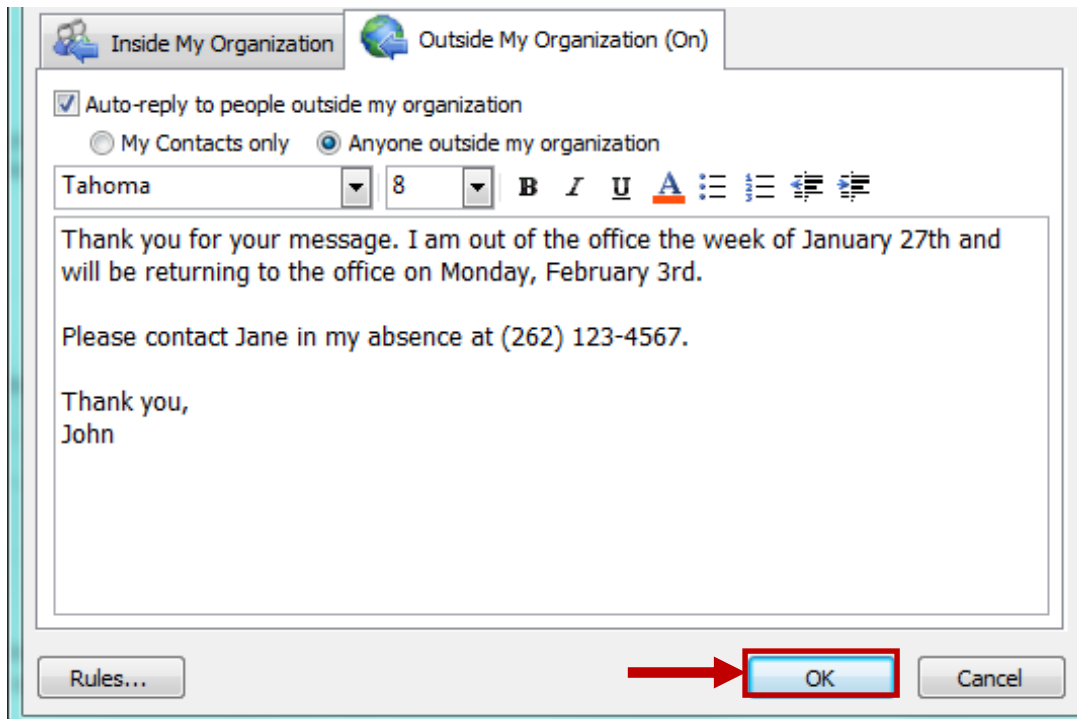
- ii. If you'd like the message to only be sent to those in your Contacts folder, *click* **My Contacts only**.



- iii. *Type* the message you would like sent to those outside the organization.



5. Click the **OK** button once you have finished setting your auto replies.



6. Click the **Home** tab to return to your Inbox.

