## 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.

Send automatic renli	ac replies			
Only send du	ring this time range:			
Start time;	Mon 1/27/2014	-	8:00 AM 👻	
End time;	Fri 1/31/2014	-	5:00 PM 👻	
Automatically reply once	for each sender with	n the f	ollowing messages:	
🦓 Inside My Organ	ization 🛛 🎑 Outsi	de My	Organization (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.

Automatic Replies - ithelpdesk@ssndcp.org
Do not send automatic replies
Send automatic replies
Only send during this time range:
Start time: Mon 1/27/2014 💌 8:00 AM 💌
End time: Fri 1/31/2014 💌 5:00 PM 💌
Automatically reply once for each sender with the following messages:
Inside My Organization 🧔 Outside My Organization (On)
Auto-reply to people outside my organization
My Contacts only  Anyone outside my organization
Tahoma 🔹 8 💌 B I 🗓 🚣 🚍 🚎

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).

Automatic Re	plies - ithelpdes d automatic replie	sk@ssndcp.org			×
<ul> <li>Send auto</li> </ul>	natic replies				
On	y send during this	s time range:			
5	tart time: Mon :	1/27/2014 -	8:00 AM	Ţ	
E	nd time: Fri 1/	/31/2014 👻	5:00 PM	-	
Automatically	reply once for ear	ch sender with the	following messag	es:	
🔏 Inside	My Organization	Outside My	/ Organization (O	n)	
			, organization (o	···	
Tahoma		▼ 8 <b>▼</b> 1	в <u>г u</u> <u>А</u>	E}E € €	
Please cont Thank you, John	act Jane in my ab	sence at (262) 123	-4567.		

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

Automatic Replies - ithe	elpdesk@ssndcp.org					X
🔘 Do not send automati	c replies					
<ul> <li>Send automatic replies</li> </ul>						
Only send dur	ing this time range:					
Start time:	Mon 1/27/2014	- 1	8:00 AM	-		
End time:	Fri 1/31/2014		5:00 PM	-		
Automatically reply once	for each sender with th	e foll	lowing mess	sages:		
Kale My Organi	zation 🔇 Outside N	Му О	rganization	(Off)		
Auto-reply to peopl	e outside my organizatio	on				
My Contacts on	y      O Anyone outside	my o	organization	1		
Tahoma	· 10 ·	в	ΙŪ	<u>A</u> :=	12 T	

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**.

Do not send automat	ic replies
Send automatic replie	25
Only send dur	ing this time range:
Start time:	Mon 1/27/2014 - 8:00 AM -
End time:	Fri 1/31/2014 - 5:00 PM -
Automatically reply once	for each sender with the following messages: ization Qutside My Organization (On)
Auto-reply to peopl	le outside my organization

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

	🚳 Inside My Organization 🧔 Outside My Organization (On)
i n	✓ Auto-reply to people outside my organization
	Thank you for your message. I am out of the office the week of January 27th and will be returning to the office on Monday, February 3rd. Please contact Jane in my absence at (262) 123-4567. Thank you, John

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

Inside My Organization 📿 Outside My Organization (On)
Auto-reply to people outside my organization
My Contacts only  Anyone outside my organization
Tahoma 💌 8 💌 <b>B</b> I <u>U</u> <u>A</u> 🗄 💱 🐲
Thank you for your message. I am out of the office the week of January 27th and will be returning to the office on Monday, February 3rd.
Please contact Jane in my absence at (262) 123-4567.
Thank you, John
Rules OK Cancel

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

