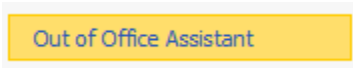


Out of Office – Outlook Email

With the new Exchange Email, you can set up your Out of Office Reply in one of two ways. Go into <http://exchange.socccd.edu/owa/> Select the Options button at the upper right hand corner of the screen

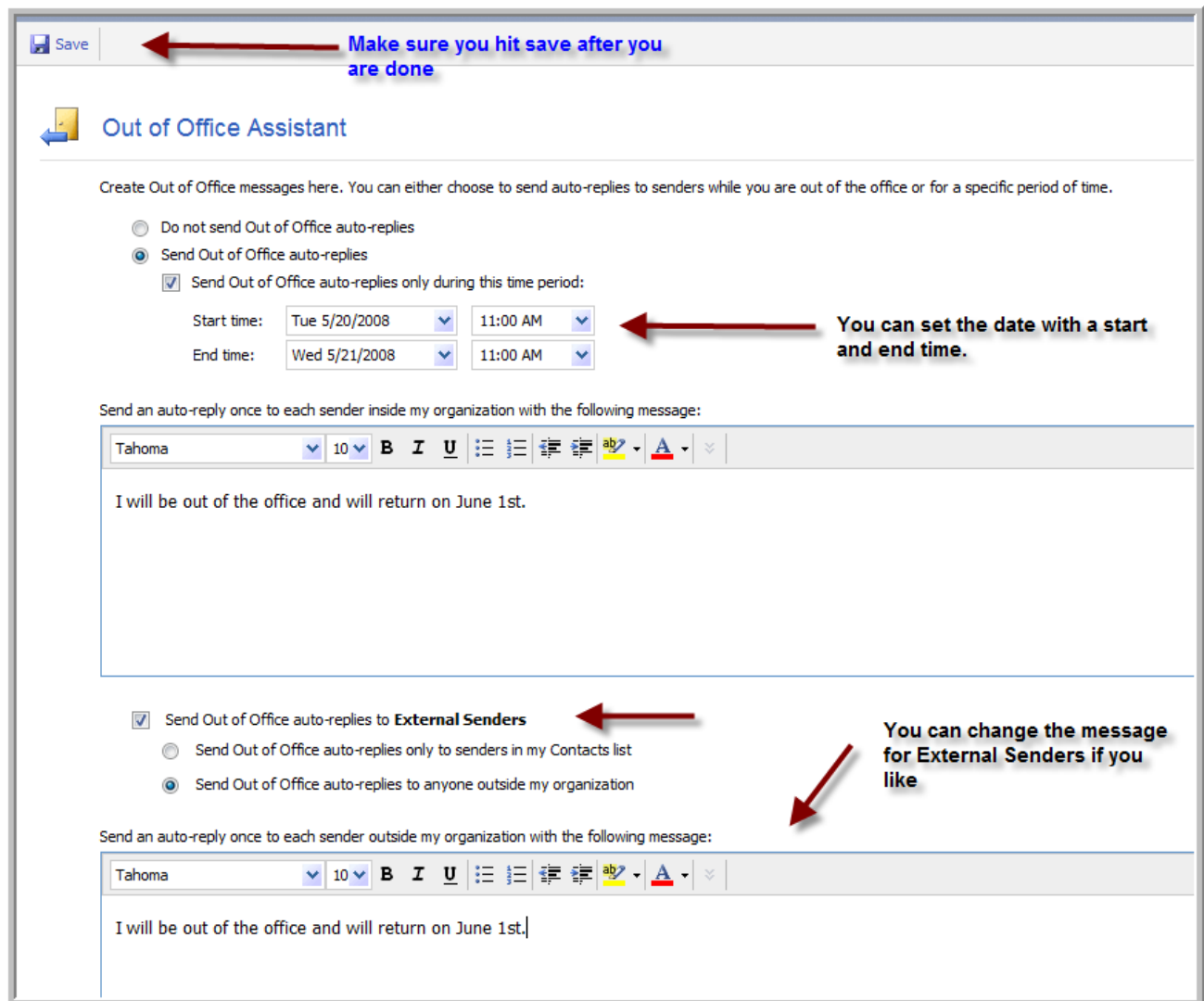


Select Out of Office Assistant



Enter an Auto-reply message in each area. In Outlook Web Access, you can set the Start and End Time.

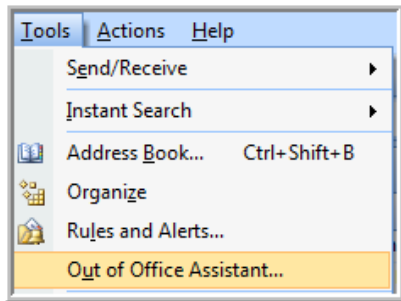
This way you will not forget when you return from vacation.



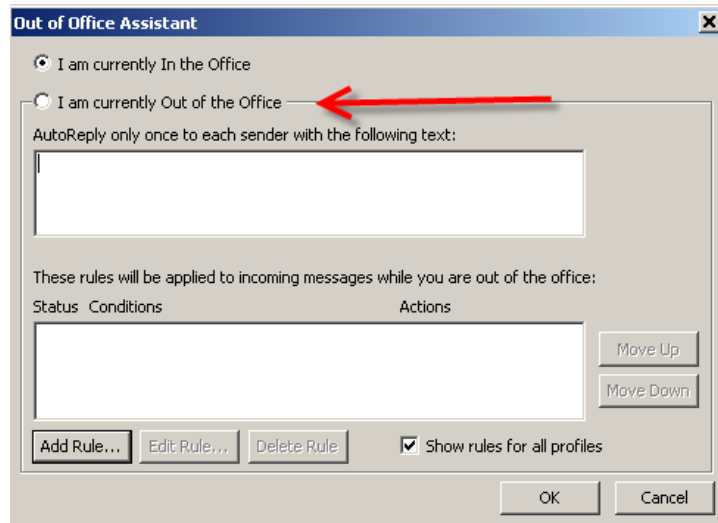
The screenshot shows the "Out of Office Assistant" configuration page in Outlook Web Access. At the top left, there is a "Save" button with a red arrow pointing to it and the text "Make sure you hit save after you are done". Below this is the "Out of Office Assistant" title and a description: "Create 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." There are three radio button options: "Do not send Out of Office auto-replies", "Send Out of Office auto-replies" (selected), and "Send Out of Office auto-replies only during this time period:" (checked). Below these are two rows of date and time pickers. The first row shows "Start time: Tue 5/20/2008 11:00 AM" and the second row shows "End time: Wed 5/21/2008 11:00 AM". A red arrow points to these pickers with the text "You can set the date with a start and end time." Below this is a section for sending an auto-reply once to each sender inside the organization with the following message. The message body contains "I will be out of the office and will return on June 1st." Below this is a section for sending an auto-reply once to each sender outside the organization with the following message. The message body contains "I will be out of the office and will return on June 1st." There are three radio button options: "Send Out of Office auto-replies to External Senders" (checked), "Send Out of Office auto-replies only to senders in my Contacts list", and "Send Out of Office auto-replies to anyone outside my organization". A red arrow points to the "External Senders" option with the text "You can change the message for External Senders if you like".

Out of Office – Outlook Email

The other option is if you have your own computer on campus with the full version of MS Outlook. Go to Tools and select Out of Office Assistant.



In 2003, Select I am currently Out of the Office.



In Office 2007, you also have the option of setting the dates on when it will become effective.