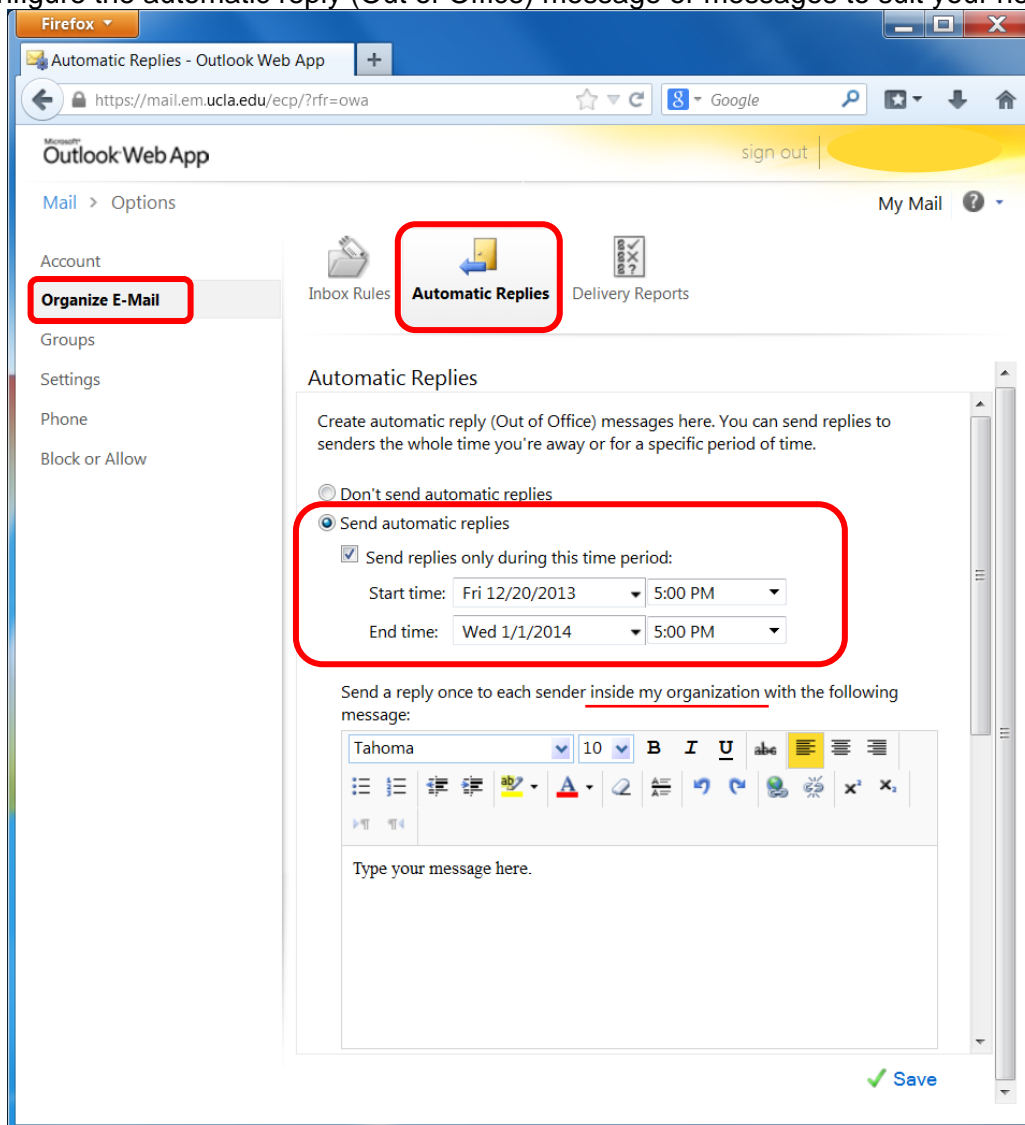


Create an Out of Office Messages in Outlook Web App

If you are going to be out of the office for an extended period of time, you may wish to turn on the automatic reply (Out of Office) message. This feature will automatically reply to incoming messages while you are out of the office.

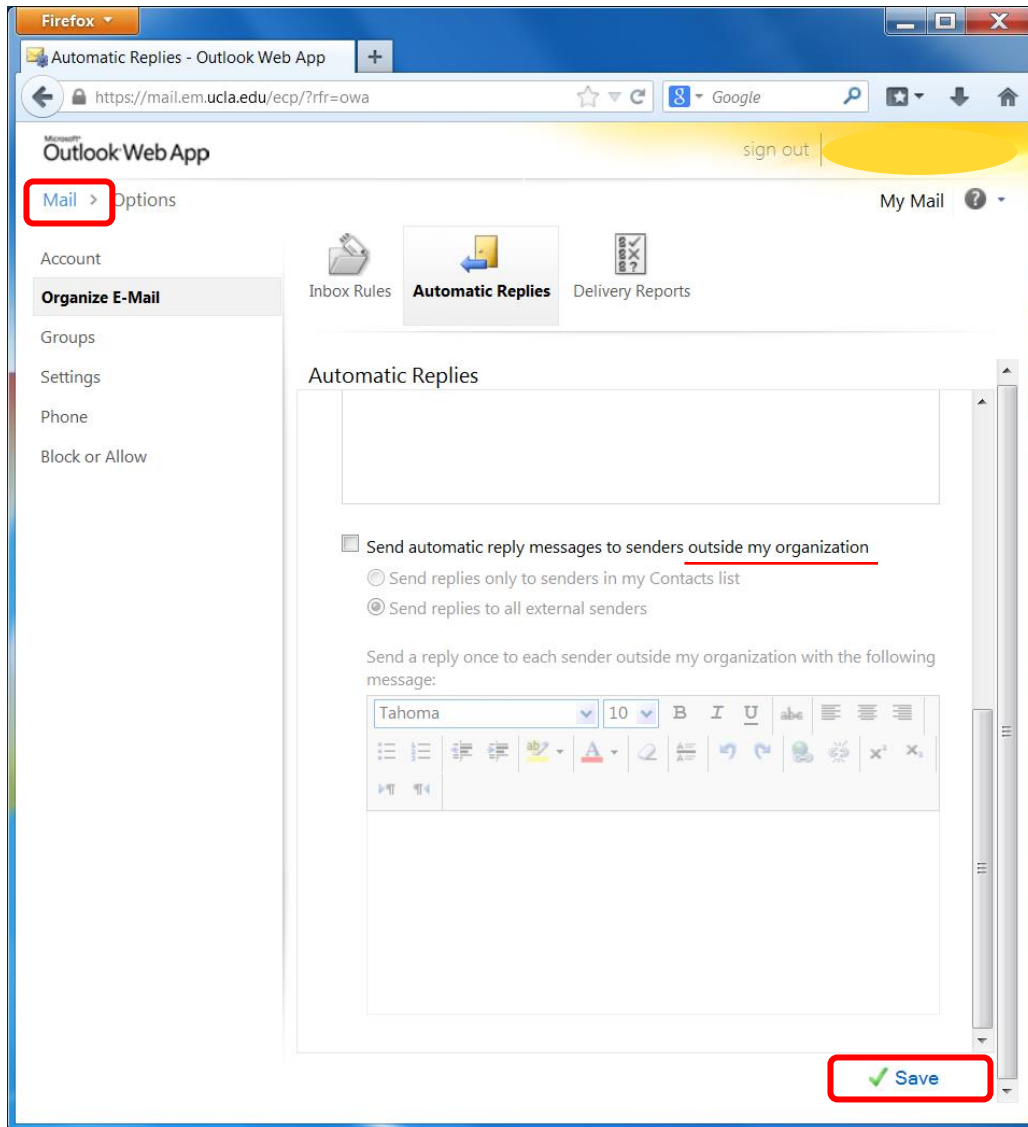
This tutorial describes how to set an automatic reply (Out of Office) message.

1. Logon to <https://mail.em.ucla.edu/>.
2. In the upper right corner of the window, click **Options** and choose **See All Options**.
3. Click **Organize E-mail**.
4. Click **Automatic Replies**.
5. Click the **Send automatic replies** radio button.
6. Configure the automatic reply (Out of Office) message or messages to suit your needs.



Note: You have several options available to you choose. Scroll down to see them all.

You can send replies during a given time period. You can also customize the reply for those people "inside my organization" e.g. people with Luskin Exchange email accounts as well as "outside my organization" e.g. everyone else.



7. Click **Save** in the lower right when done.
8. In the upper right, click **Mail** to switch back to the OWA mailbox.