

To set up an Out of Office from with Outlook Web Mail (OWA), first open a browser and sign into OWA (<https://mail.hmc.psu.edu/OWA>).

You can set up a message to automatically reply to any incoming mail – this is also known as the Out of Office assistant. This feature is available in Outlook 2010 to help inform your colleagues that you are not available and to expect a delayed reply. Automatic replies typically include information of when you expect to reply back, and/or another contact person for immediate assistance.

There are two options for logging into OWA.

The first option is to leave the box unchecked for “Use the light version of Outlook Web App”, called the **FULL** version here. The second option is called the **LIGHT** version, which happens when you check the box.

Use the light version of Outlook Web App

## Enabling and disabling the Out of Office assistant

To enable the Out of Office Assistant:

### For the Full version:

1. In upper right corner of the OWA window, click **Options**, and from the drop down box, choose **Set Automatic Replies**.



1. In the column to the left, the Organize E-Mail is highlighted and in the middle of the screen, you will see Automatic Replies. Click on the bullet point option for Send Automatic Replies.

## Automatic Replies

Create automatic reply (Out of Office) messages here. You can send

Don't send automatic replies

Send automatic replies

Send replies only during this time period:

Start time: Thu 6/2/2011 6:00 AM

End time: Fri 6/3/2011 6:00 AM

Send a reply once to each sender inside my organization with the

Tahoma 10 B I U abc

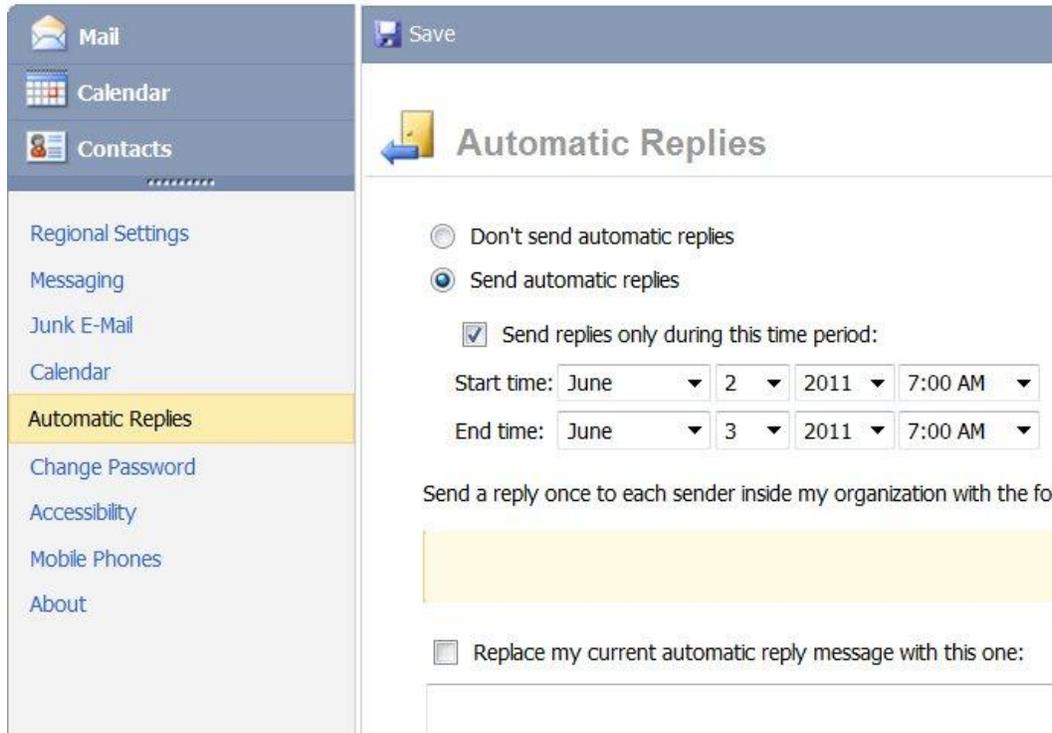
1. As needed, use the **Send replies only during this time period:** check box to schedule when you're out of office replies are active. Without a start and end time, auto-replies will be sent until you go back into this setting area and select the **Don't send automatic replies** check box.
2. Directly under this area, there is a text window where you can type in the text that you wish to send out automatically to any one sending you email.
3. Finally, in the bottom right of the screen you will see a **Save** button. Click this to save your changes.

### **For the LIGHT version:**

1. On the top right, just click **Options**.



2. On the next window on the left you will see in yellow that the word **Messaging** is highlighted. Click on **Automatic Replies** so that it is highlighted.
3. Now you will see the heading for **Automatic Replies** in the middle of the screen. Check the box directly under it for **Send automatic replies**.



4. Type the response that you want to automatically send to teammates or colleagues while you are out of the office in the light yellow box and click the **Save** button at the Top of this section.

5. As needed, use the **Send automatic replies bullet** and the **Send Replies only during this time period** box to schedule when you're out of office replies are active. Without a start and end time, auto-replies will be sent until you go back into this setting area and select the **Don't send automatic replies** bullet.

6. Below this section you will see a check box entitled **Send automatic reply messages to External Senders**. Type the response that you want to automatically send while you are out of the office. Select whether you want to **Send replies to only senders in my Contacts list** or to **Send replies to anyone outside my organization**.

7. If you want to change the text that may already be there, you just check the box in front of **Replace my current external automatic reply message with this one**.

8. Finally, click the **Save** button at the top of the page when you are ready.

9. To disable the Out of Office option, select **Don't send automatic replies** and click the **Save** button.