



HOW TO SET OUT OF OFFICE IN MS OUTLOOK

Date: 6th April 2023



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How to set Out of Office in MS Outlook

The following guide will explain how to set your Out of Office for when you are going on annual leave, out of the office for meetings, or during heavy work periods when you need to concentrate on work. As we are always using email it is a good idea to let the sender know:

- that you are away from a certain date and your return date.
- Provide a clear and concise message with simple instructions the sender can await your return.
- Provide contact information for a person who can help while you are away.

Step 1: Open MS Outlook

1. Locate and open MS Outlook.



Figure 1: Outlook Icon

2. MS Outlook Home Screen.

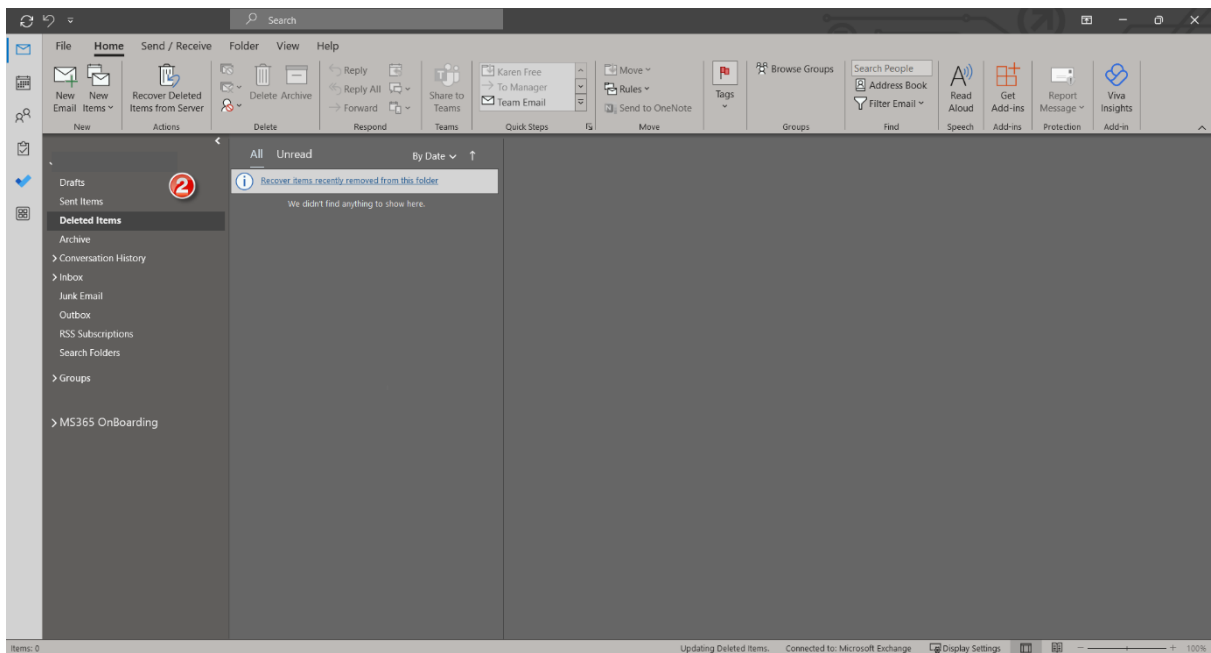


Figure 2: Outlook Home Screen.

3. Click File

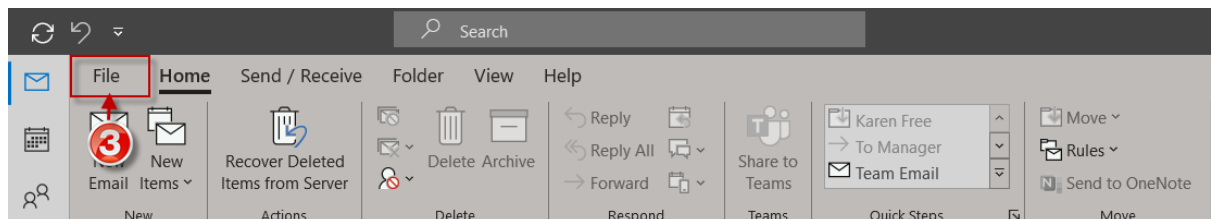


Figure 3: File tab



4. Click on Automatic Replies (Out of Office).

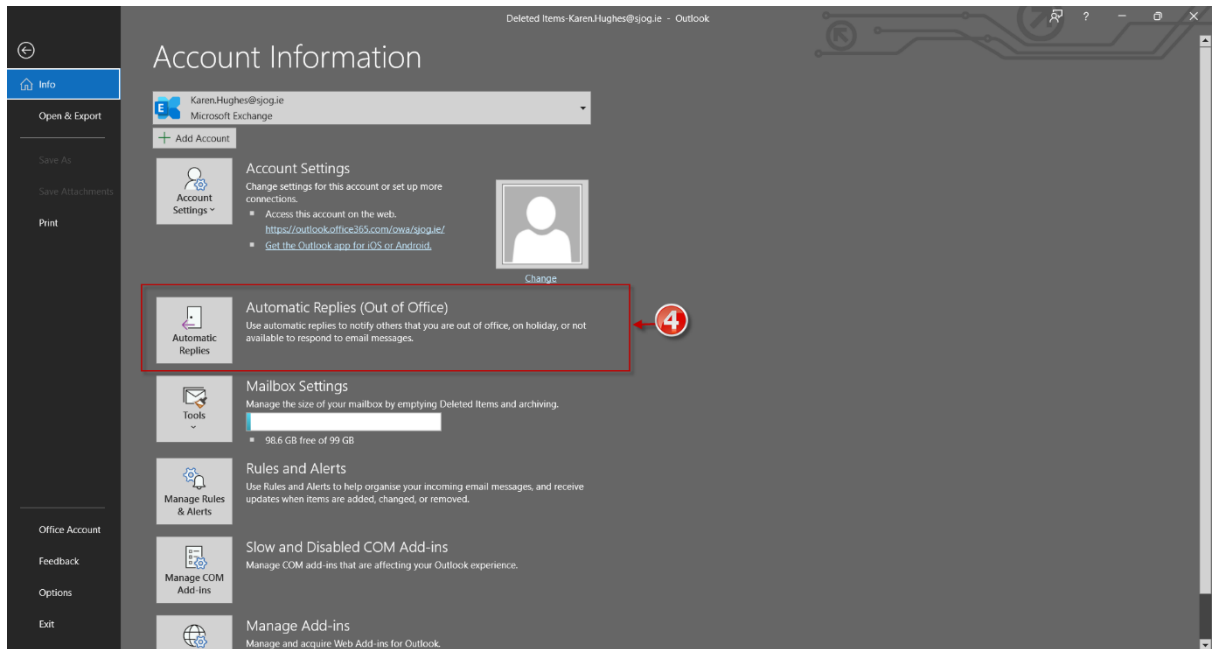


Figure 4: Automatic Replies Icon

5. Automatic Replies.

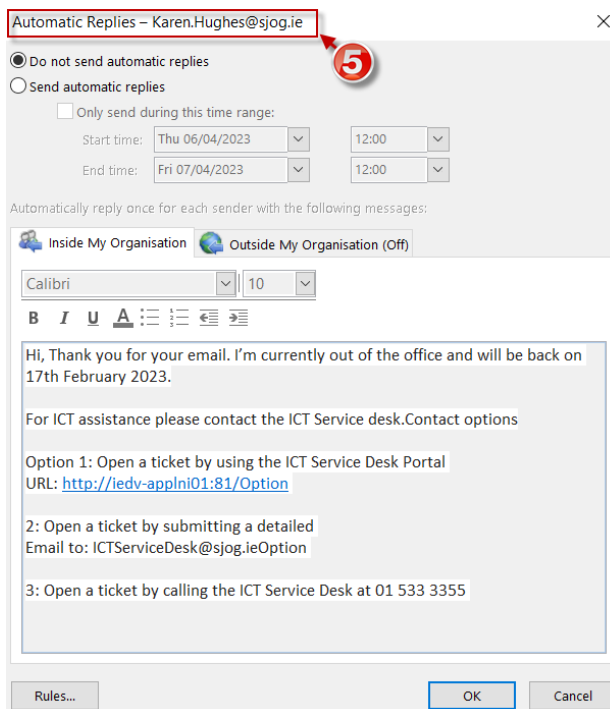


Figure 5: Automatic Replies



6. Select send automatic replies.

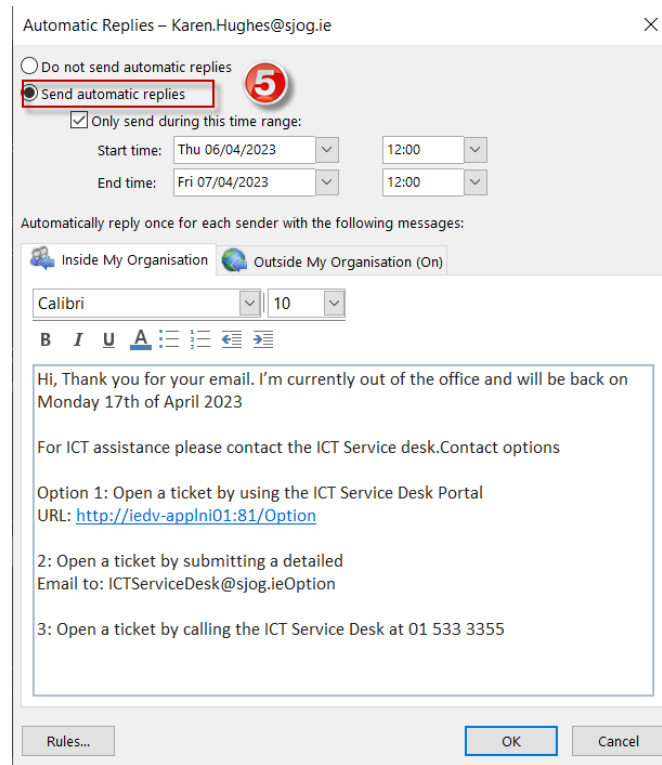


Figure 6: Send automatic replies.

7. Click on only send during this time range.

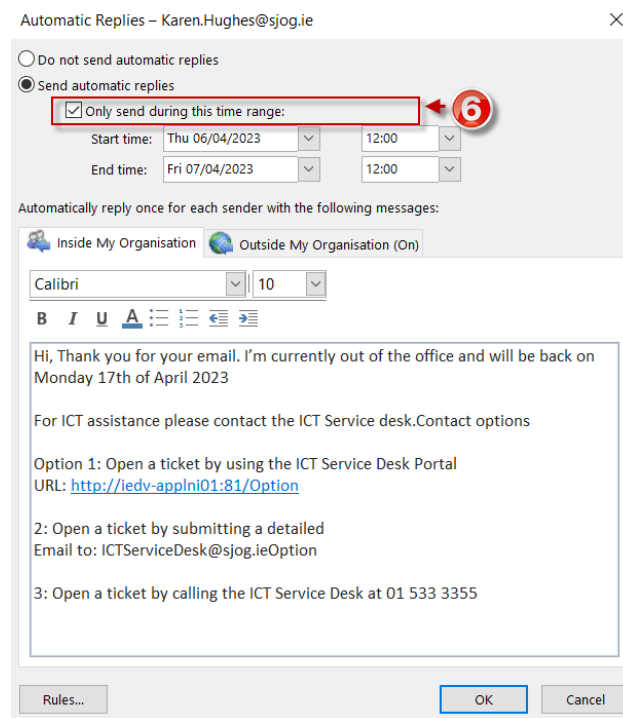


Figure 7: Time and Date Range



8. Select your start time and end time.

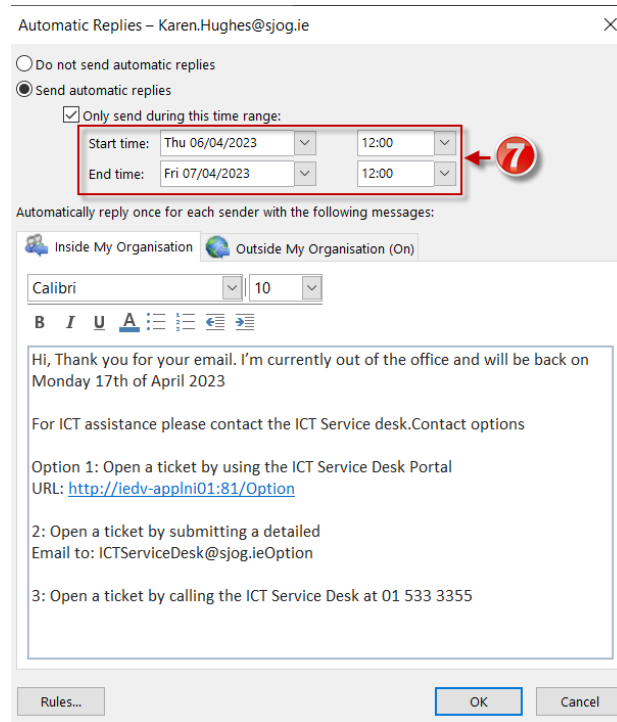


Figure 8: Setting Date and Time



Please note: use the drop-down arrows to set the date, same for the time element just use the drop arrows to select the time.

9. You will then see the inside of my organisation tab.

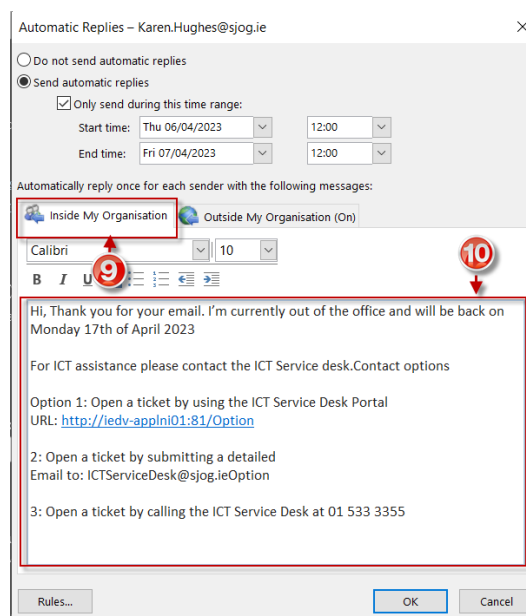


Figure 9: Messages for inside the organisation.

10. It is under this section you type your out of office message.



11. Select Outside my Organisation.

Automatic Replies – Karen.Hughes@sjog.ie

Do not send automatic replies

Send automatic replies

Only send during this time range:

Start time: Mon 10/04/2023 09:00

End time: Fri 14/04/2023 17:00

Automatically reply once for each sender with the following messages:

Inside My Organisation Outside My Organisation (On)

Auto-reply to people outside my organisation

My Contacts only Anyone outside my organisation

Calibri 10

B I U A [List Bullets] [List Numbered] [Align Left] [Align Center] [Align Right]

Hi, Thank you for your email. I'm currently out of the office and will be back on Monday 17th of April 2023

For ICT assistance please contact the ICT Service desk. Contact options

Option 1: Open a ticket by using the ICT Service Desk Portal
URL: <http://iedv-applni01:81/Option>

2: Open a ticket by submitting a detailed
Email to: ICTServiceDesk@sjog.ie

3: Open a ticket by calling the ICT Service Desk at 01 533 3355

Rules... OK Cancel

Figure 10: Outside my organisation.

12. Type or copy the same message that is on the inside my organisation section. You might want to remove any internal addresses from message for anyone outside My Organisation, e.g. <http://ietv-applni01:81/Option> above.



Please note: Once the end date and time comes the out of office automatically turns off.



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