

## **Setting up automatic out-of-office replies** <sup>[1]</sup>

November 25, 2024 by [ES and UIS Communications](#) <sup>[2]</sup>

Microsoft Outlook allows users to set up automatic message replies when they will be unavailable for an extended period. When automatic replies are set, an email will be sent in response to any email you receive during the time range you set. Let your customers and coworkers know when they can expect to hear from you by following these steps.

### **Creating an automatic reply to CU users**

1. Open Outlook Email and select **File** from the top corner.
2. Select **Automatic Replies (Out of Office)**. A pop-up window will open.

# Account Information



Microsoft Exchange



Add Account



Account  
Settings ▾

## Account Settings

Change settings for this account or set up more connections.

- Access this account on the web.  
<https://outlook.office365.com/owa/cu.edu/>
- [Get the Outlook app for iOS or Android.](#)



Automatic  
Replies

## Automatic Replies (Out of Office)

Use automatic replies to notify others that you are out of office, or not available to respond to email messages.

3. Click the **Send automatic replies** option and type your message. Often, it is helpful to include when you will return and who to contact for immediate assistance.

Do not send automatic replies

Send automatic replies

Only send during this time range:

Start time: Tue 11/12/2024 9:00 AM

End time: Sun 11/17/2024 9:00 AM

Automatically reply once for each sender with the following messages:

Inside My Organization  Outside My Organization (On)

Segoe UI 12

Font **U** **A**    

Thank you for your email.

I am currently out of the office and will return on Monday, Nov. 18.

Please contact the UIS Service Desk for immediate assistance.

Thank you for your patience and understanding.

Rules...

OK

Cancel

4. Choose to start the automatic response right away, or choose the date and time range when you would like your replies to start.

Do not send automatic replies

Send automatic replies:

Only send during this time range:

Start time: Tue 11/12/2024 9:00 AM

End time: Sun 11/17/2024 9:00 AM

Automatically reply once for each sender with the following messages:

Inside My Organization Outside My Organization (On)

Segoe UI 12

Font **U** **A** [List Icons]

Thank you for your email.

I am currently out of the office and will return on Monday, Nov. 18.

Please contact the UIS Service Desk for immediate assistance.

Thank you for your patience and understanding.

Rules... OK Cancel

5. Use the toolbar to format your message.

6. Select **OK**.

## Creating an out-of-office reply to users outside of CU

To create an out-of-office reply to users outside of CU, click the **Outside My Organization** option and follow the same steps.

Do not send automatic replies  
 Send automatic replies

Only send during this time range:

Start time: Tue 11/12/2024 9:00 AM  
 End time: Sun 11/17/2024 9:00 AM

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

Segoe UI 12

**B** *I* U **A**

Thank you for your email.  
 I am currently out of the office and will return on Monday, Nov. 18.  
 Please contact the UIS Service Desk for immediate assistance.  
 Thank you for your patience and understanding.

## Creating an out-of-office reply on Outlook for iOS and Android

If you are already away and do not have access to your CU device, you can create an automatic reply in Outlook on your mobile device by [following these steps](#) [3].

[Outlook email](#) [4]

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[4] <https://www.cu.edu/blog/tech-tips/tag/outlook-email>