

Turning the “Out of Office Assistant” on or off via the Web

Microsoft Outlook 2010

Access Outlook Webmail:

<http://webmail2.state.mn.us>

The following box will appear

Microsoft
Outlook Web App

Security ([show explanation](#))

This is a public or shared computer
 This is a private computer

Use the light version of Outlook Web App

Domain\user name:

Password:

[Sign in](#)

Connected to Microsoft Exchange
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1. Key in: *dli\your network id*
2. Key in: *your network password*

Click Sign in

Microsoft
Outlook Web App

Security ([show explanation](#))

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Domain\user name:

Password:

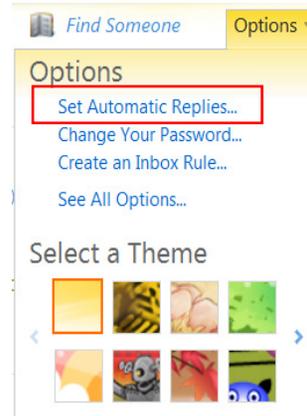
[Sign in](#)

Connected to Microsoft Exchange
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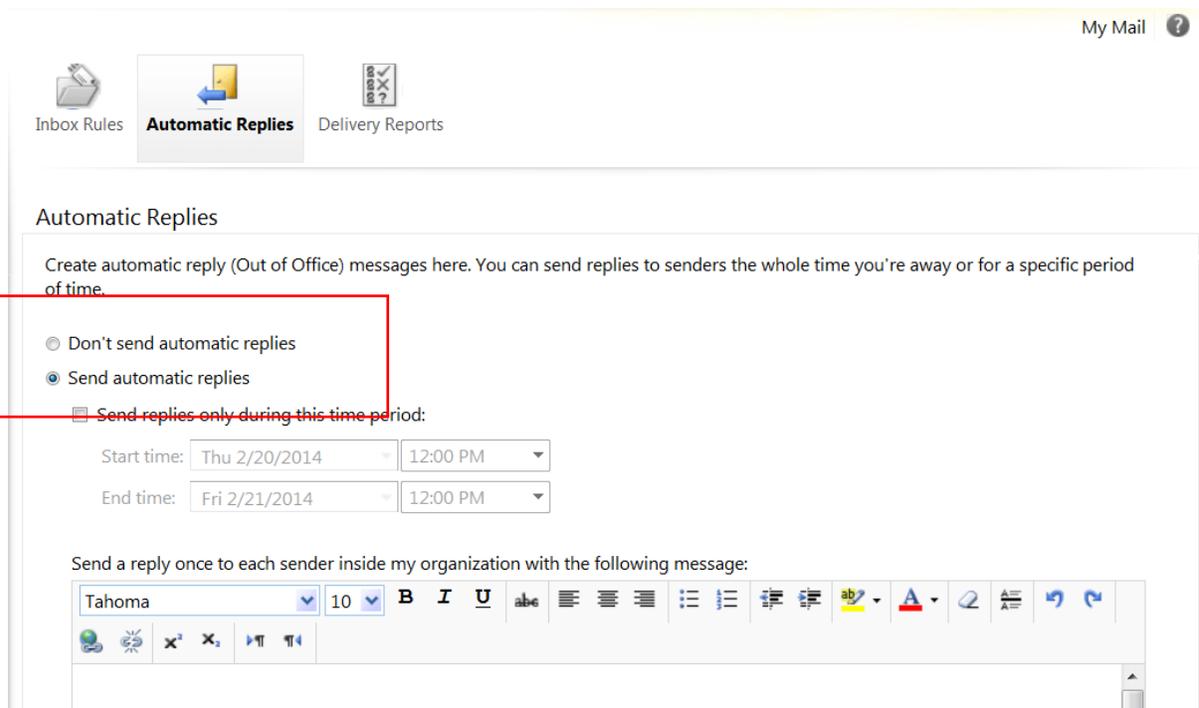
3. Select “Options” located upper right hand corner of the screen.



4. Select “Set Automatic Replies...”



5. Select “Send automatic replies”



- To set a Start and End time for your auto-replies, click the “**Send replies only during this time period**” and select a date range.

Automatic Replies

Create automatic reply (Out of Office) messages here. You can send replies to senders the whole

Don't send automatic replies

Send automatic replies

Send replies only during this time period:

Start time: Mon 12/12/2011 12:00 PM

End time: Tue 12/13/2011 12:00 PM

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

The screenshot shows the message editor interface. At the top, there is a toolbar with a font dropdown set to 'Tahoma', a font size dropdown set to '10', and buttons for Bold (B), Italic (I), Underline (U), and text color (abe). Below the toolbar are two navigation arrows (back and forward) and a large text area for composing the message.

- Type your message to “**Send a reply once to each sender inside my organization with the following message:**”
- To send an Out of Office reply to External Senders, click “**Send automatic reply message to sender outside my organization**”.
- Click “**Send replies to all external senders**”.

Send automatic reply messages to senders outside my organization

Send replies only to senders in my Contacts list

Send replies to all external senders

Send a reply once to each sender outside my organization with the following message:

The screenshot shows the message editor interface. At the top, there is a toolbar with a font dropdown set to 'Tahoma', a font size dropdown set to '10', and buttons for Bold (B), Italic (I), Underline (U), text color (abe), background color (ab), and text background color (A). Below the toolbar are two navigation arrows (back and forward) and a large text area for composing the message.

- Type your message to “**Send a reply once to each sender outside my organization with the following message:**”
- Click **Save**

✓ Save