

The Cathy Hughes School of Communication

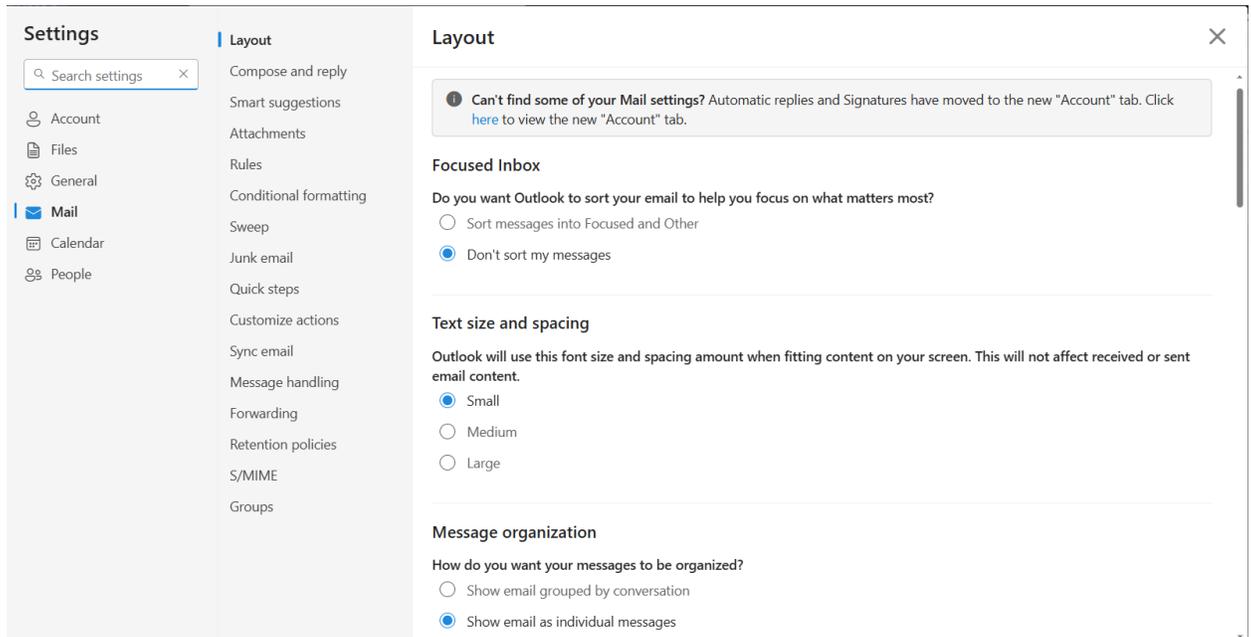
How to create an “Out of Office” and Automatic Replies

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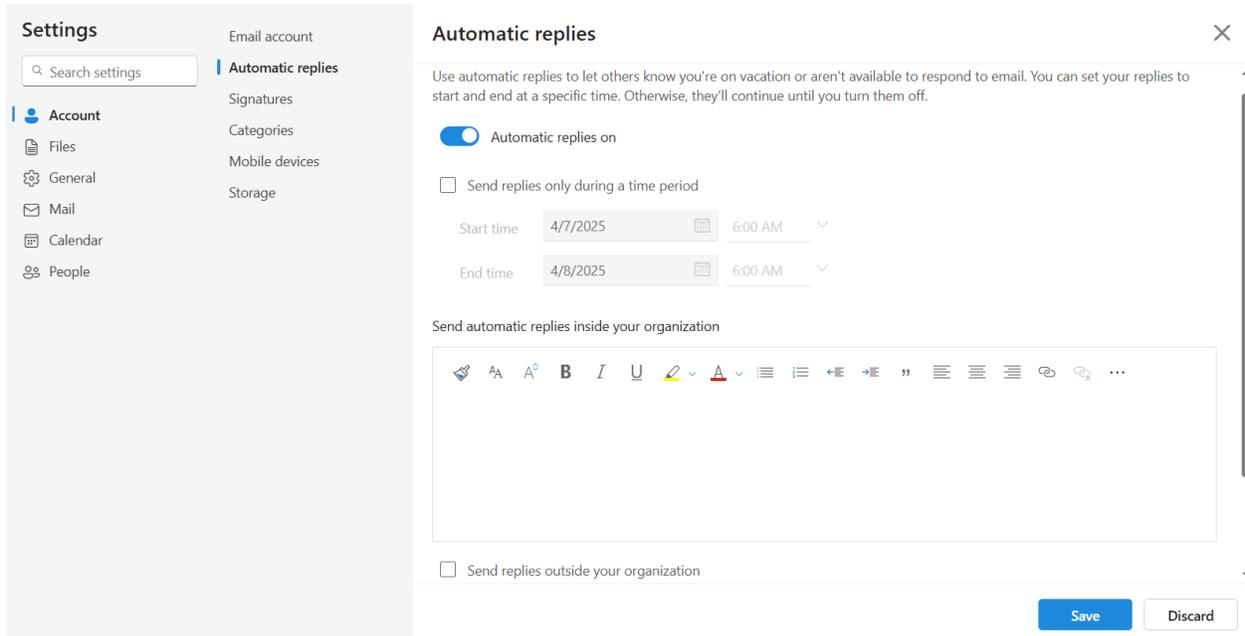
Purpose: The purpose of this Out of Office Auto Signature Template is to provide a professional and consistent response to incoming emails when you are unavailable. It informs senders of your absence, expected return date, and alternate points of contact, ensuring smooth communication during your time away.

Instructions: Copy the Template. Paste it into Your Email Client. Modify the Details: Update the dates, reason for your absence, and any specific contact information as needed. Enable the Autoreply: Turn on the out-of-office auto-reply feature in your email client to activate the message. Test the Setup (Optional): Send yourself a test email to ensure the autoreply is functioning correctly.

1. Got to Setting for the toolbar.

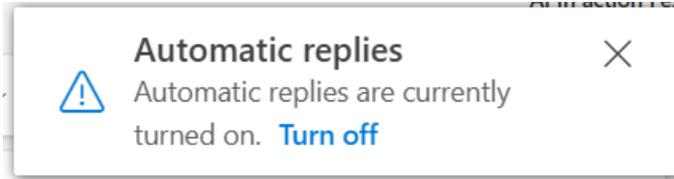


2. Enter “Automatic Reply” into the search bar.
3. The Automatic Reply pops up
4. Turn on “automatic replies”
5. Enter date and time.
6. Enter message and see template above.



The screenshot shows the Outlook 'Automatic replies' settings window. On the left is a 'Settings' sidebar with a search bar and categories like 'Account', 'Files', 'General', 'Mail', 'Calendar', and 'People'. The 'Automatic replies' section is selected. The main area has a title 'Automatic replies' with a close button (X). Below the title is a description: 'Use automatic replies to let others know you're on vacation or aren't available to respond to email. You can set your replies to start and end at a specific time. Otherwise, they'll continue until you turn them off.' There is a toggle switch for 'Automatic replies on' which is currently turned on. Below it is an unchecked checkbox for 'Send replies only during a time period'. Under this checkbox, 'Start time' is set to 4/7/2025 at 6:00 AM and 'End time' is set to 4/8/2025 at 6:00 AM. There is a rich text editor area with a toolbar containing icons for text formatting (bold, italic, underline, color, background color), alignment, and other functions. Below the editor is an unchecked checkbox for 'Send replies outside your organization'. At the bottom right are 'Save' and 'Discard' buttons.

7. Click “Save” and you are done.
8. An out of office box will appear in the upper right corner of your screen.



9. When done click the “X” to close the automatic reply.
10. Done.