

## Creating Out of Office Replies in your GCC Mail Account

Outlook Exchange provides you with a feature to *automatically reply to emails sent to you while you are away*. The *Out of Office Assistant* will send a specified message to each sender. The message helps senders understand why you are unavailable, who to contact in your place, how else to contact you, or other information. Out of Office messages will be sent only once per sender, no matter how many times they send a message to you.

### Tips and Considerations

The following are some things to consider when creating Out of Office replies.

- Some messages may be urgent. *Include the names and addresses of alternate contacts in your stead. If you are going to be gone for an extended absence (e.g., summer, sabbatical), consider including multiple contacts.*
- Explain when you will be available again.
- If you are subscribing to any discussion lists (listservs), sign off or suspend your subscription to prevent your Out of Office message from going to the entire members list.
- *If appropriate, include the reason why you are unavailable.*

### Creating Out of Office Replies

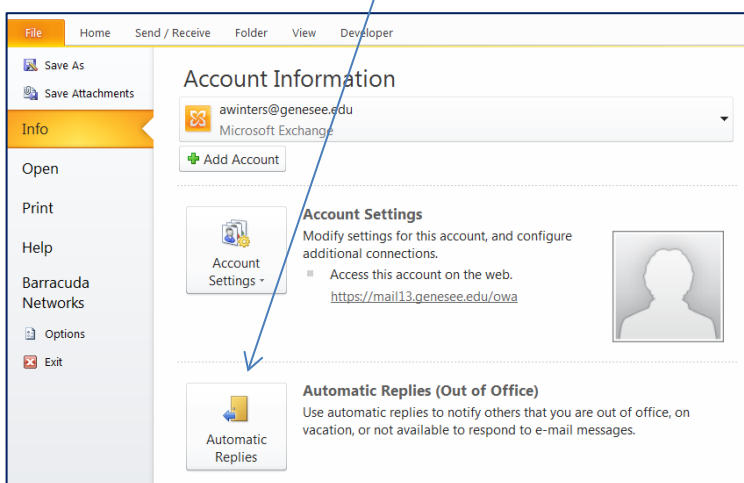
Consider the creation of Out of Office messages a part of your preparations for your absence. Outlook allows you to create two different Out of Office messages: one which will reply to messages sent from your organization, and one which will reply to messages sent from anyone not from your organization.

### If you use Outlook in your Office (Web mail instructions on page 3)

If you are using Outlook, you can set the Out of Office Assistant (OOF) to have the Exchange server reply with a specific message while you are away.

### In Outlook 2010, Outlook 2013 and Outlook 2016

#### File-> section Info-> Automatic Replies



The Out of Office message will only be sent once to each sender, even when they Email you multiple times during your absence. *To reset, simply turn the OOF off and then back on again.*

## Creating Out of Office Replies in your GCC Mail Account

Automatic Replies - awinters@genesee.edu

Do not send automatic replies  
 Send automatic replies

Only send during this time range:  
Start time: Tue 5/3/2016 8:00 AM  
End time: Tue 5/31/2016 4:00 PM

Automatically reply once for each sender with the following messages:

Inside My Organization | Outside My Organization (On)

Verdana 10 B I U A [list] [list] [list] [list]

I am currently out of the office and expect to return Tuesday, May 31st..

I will be checking email intermittantly but if you require immediate assistance, please contact the helpdesk by using our online helpdesk ticket request website: <http://www.genesee.edu/gcc/helpdesk/tickets/> or send an email to [helpdesk@genesee.edu](mailto:helpdesk@genesee.edu)

Thank you

Ann Winters

Rules... OK Cancel

### Inside my Organization TAB:

Turn on the radio button to **Send automatic replies**

Enter your **start/end dates and time**

Enter your **message to your senders from inside your organization**

Click **OK**

Automatic Replies - awinters@genesee.edu

Do not send automatic replies  
 Send automatic replies

Only send during this time range:  
Start time: Tue 5/3/2016 8:00 AM  
End time: Tue 5/31/2016 4:00 PM

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

Verdana 10 B I U A [list] [list] [list] [list]

I am currently out of the office and expect to return Tuesday, April 26.

If this is a purchasing questions I will respond when I return.

Thank you

Ann Winters

Rules... OK Cancel

### Outside My Organization TAB:

Enter your **start/end dates and time**

Enter your **message to your senders from outside your organization**

**Note: You can select either from your contact list or from anyone that send you email**

Click **OK**

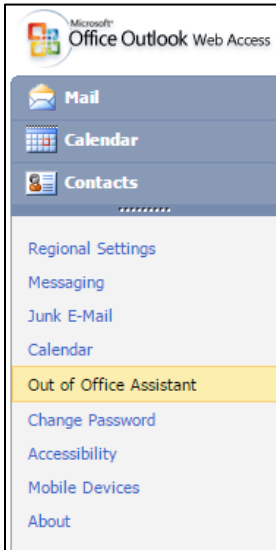
**Note: Out of office messages will be sent during this time period – no need to remember to turn off!**

## Creating Out of Office Replies in your GCC Mail Account

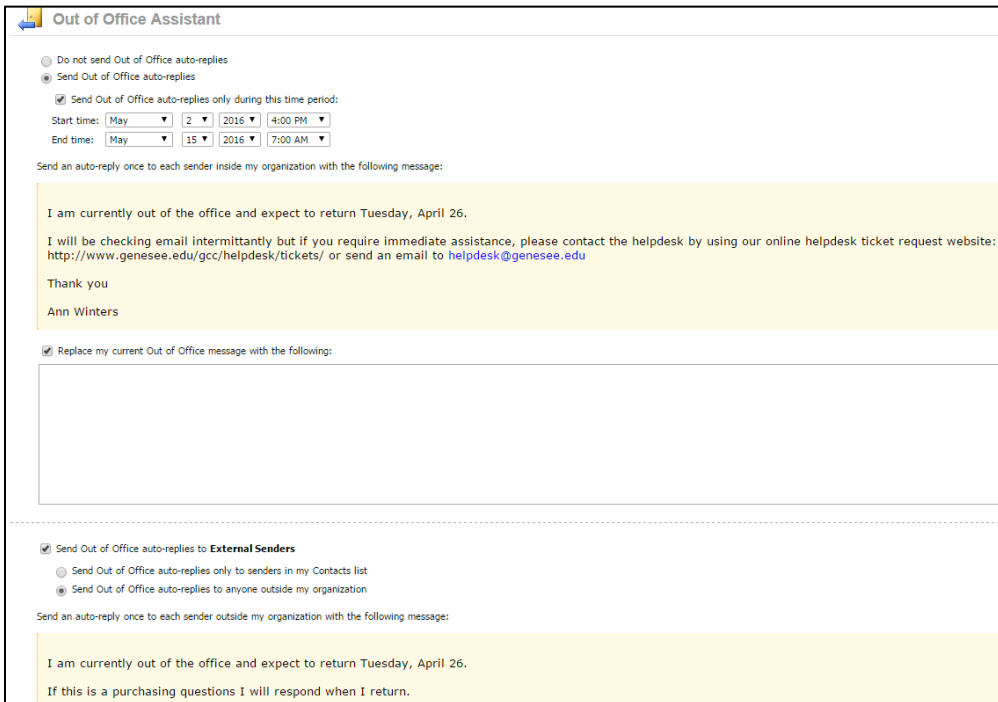
### GCC Web Mailbox – MAIL.Genesee.edu

You can also setup an **Out of Office Assistant with your GCC Web Mail** - log in as your normally would with your Username and Password (NetID/Password).

On the top right side click **OPTIONS**, then **Out of Office Assistant**



Turn on the radio button to **Send out Office Replies**, updating the Start/End and message – Note a separate message for external senders!

A screenshot of the 'Out of Office Assistant' configuration page. At the top, there are two radio buttons: 'Do not send Out of Office auto-replies' (unselected) and 'Send Out of Office auto-replies' (selected). Below this is a checkbox 'Send Out of Office auto-replies only during this time period:' which is checked. The start time is set to May 2, 2016, 4:00 PM, and the end time is May 15, 2016, 7:00 AM. There is a text area for the message to send to internal senders, containing the text: 'I am currently out of the office and expect to return Tuesday, April 26. I will be checking email intermittantly but if you require immediate assistance, please contact the helpdesk by using our online helpdesk ticket request website: http://www.genesee.edu/gcc/helpdesk/tickets/ or send an email to helpdesk@genesee.edu Thank you Ann Winters'. Below this is a checkbox 'Replace my current Out of Office message with the following:' which is checked. At the bottom, there is a checkbox 'Send Out of Office auto-replies to External Senders' which is checked. Underneath it are two radio buttons: 'Send Out of Office auto-replies only to senders in my Contacts list' (unselected) and 'Send Out of Office auto-replies to anyone outside my organization' (selected). There is a text area for the message to send to external senders, containing the text: 'I am currently out of the office and expect to return Tuesday, April 26. If this is a purchasing questions I will respond when I return.'

**Remember to click the SAVE BUTTON!**

Out of office messages will be sent during this time period – no need to remember to turn off.