

How to Set up an Out of Office Automatic Reply

Using Office 365 Email

1. After logging into your CGU email via the portal (mycampus.cgu.edu), click on the gear icon, which is located in the upper right portion of the web page. (See the picture below.)
2. Click on the link labeled “Automatic replies”.
3. Click in the circle labeled “Send automatic replies” to turn on this feature.
4. Fill in the details about your out of office message. Make sure you scroll down to fill in the rest of the details.
5. When you are finished with the details, scroll back up and click on the OK button to save this out of office message.

The screenshot shows the Outlook interface with the settings pane open on the right. The settings pane is titled "Settings" and has a search bar. The "Automatic replies" section is highlighted with a red box labeled "2". Below this section, there are options for "Display settings", "Offline settings", "Manage add-ins", "Theme", and "Notifications". The "Automatic replies" section includes a search bar, a red box labeled "1" next to the gear icon, and a red box labeled "3" next to the "Send automatic replies" radio button. The "Send automatic replies" option is selected. Below this, there are checkboxes for "Send replies only during this time period", "Block my calendar for this period", "Automatically decline new invitations for events that occur during this period", and "Decline and cancel my meetings during this period". The "Start time" is set to "Thu 5/5/2016" at "12:00 PM" and the "End time" is set to "Fri 5/6/2016" at "12:00 PM". A red box labeled "4" is next to the "End time" field. Below these options, there is a text box for the automatic reply message, with a red box labeled "5" next to the "OK" button. The text box contains the text "Hello," and has a rich text editor toolbar above it.