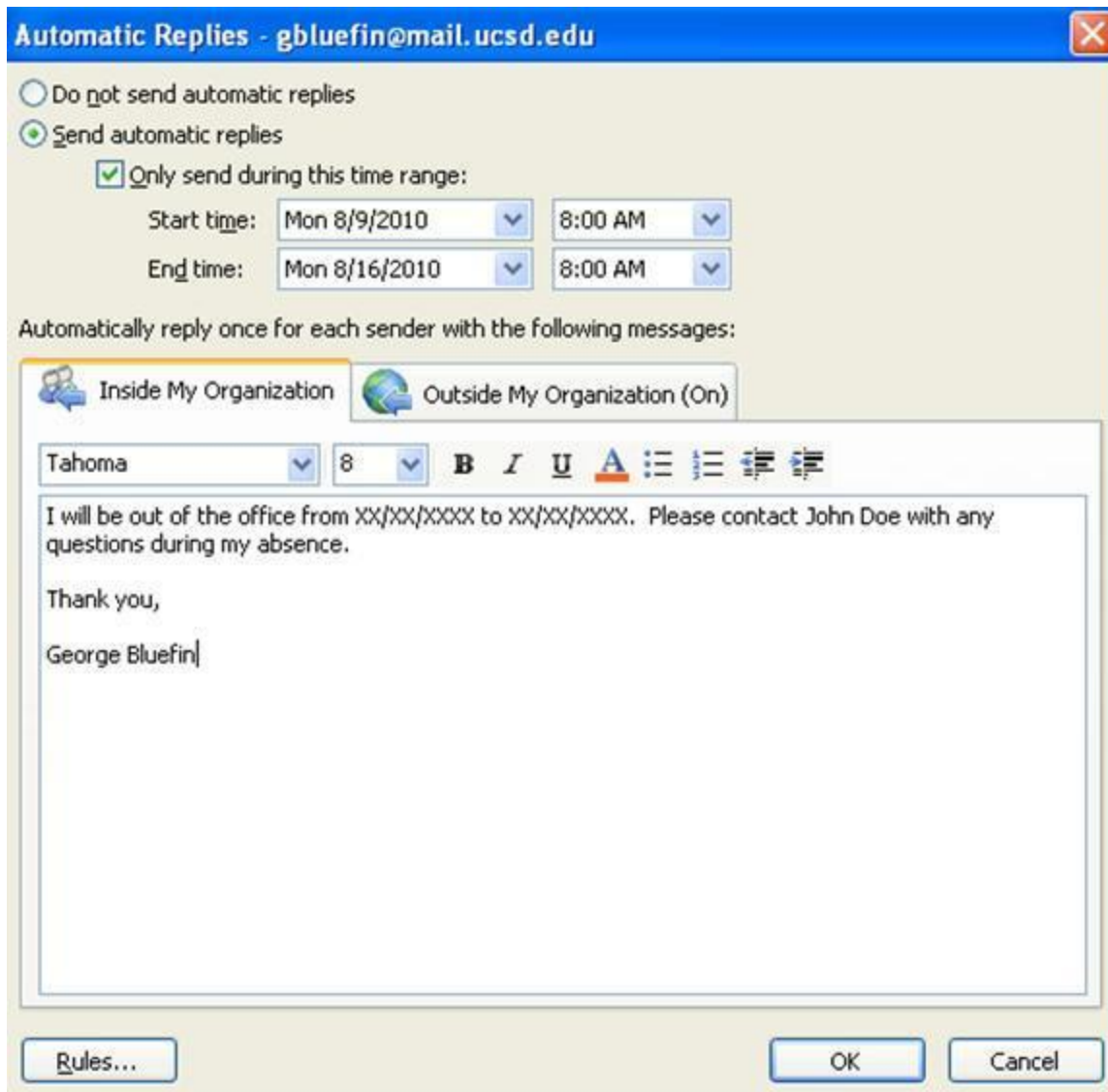


# Creating vacation messages when you are on Exchange Email

## Outlook

1. Open Outlook and select "File" – up in the Upper left hand corner.
2. On that screen select "Automatic Replies (Out of Office)"
3. Select the second radio button "Send automatic replies" and the check box below so you can set the date range.
4. Select the "Inside my Organization" and type up your message
5. Copy your message so you can paste it into the "Outside my organization" tab.
6. Then select the second tab "Outside my organization"
7. Paste your message into the field.
8. Then select "Anyone outside my organization"
9. Type out your message in the text field.
10. Then select ok and you are done.



## In Outlook Web Access Client

1. Got to <https://mymail.sfasu.edu/owa>
2. Log in using your mySFA username and password
3. Click on "options" located in the upper right hand of the web page.
4. Select "Set Automatic replies..."
5. Select the second radio button "Send automatic replies" and the check box below so you can set the date range.

6. Select the "Inside my Organization" and type up your message
7. Copy your message so you can paste it into the "Outside my organization" tab.
8. Then select the second tab "Outside my organization"
9. Paste your message into the field.
10. Then select "Anyone outside my organization"
11. Type out your message in the text field.
12. Then select ok and you are done.

Outlook Web App

Mail > Options: Manage Myself

Account

Organize E-Mail

Groups

Settings

Phone

Block or Allow

Inbox Rules **Automatic Replies** Delivery Reports

### Automatic Replies

Don't send automatic replies

Send automatic replies

Send replies only during this time period:

Start time: Fri 12/21/2012 5:00 PM

End time: Wed 1/2/2013 8:00 AM

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

Tahoma

I will be out of the office from xx/xx/xxxx to xx/xx/xxxx. Please contact John Doe with any questions during my absence.

Thanks  
John Q. User

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:

Tahoma

I will be out of the office from xx/xx/xxxx to xx/xx/xxxx. Please contact John Doe with any questions during my absence.

Thanks  
John Q. User

Save

Outlook Web App

sign out

Mail > Options: Manage Myself

Account

Organize E-Mail

Groups

Settings

Phone

Block or Allow

Inbox Rules **Automatic Replies** Delivery Reports

Automatic Replies

- Don't send automatic replies
- Send automatic replies

Send replies only during this time period:

Start time: Fri 12/21/2012 5:00 PM

End time: Wed 1/2/2013 8:00 AM

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

Tahoma [formatting icons]

I will be out of the office from xx/xx/xxxx to xx/xx/xxxx. Please contact John Doe with any questions during my absence.

Thanks  
John Q. User

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:

Tahoma 10 [formatting icons]

I will be out of the office from xx/xx/xxxx to xx/xx/xxxx. Please contact John Doe with any questions during my absence.

Thanks  
John Q. User