



# Setting Automatic Replies

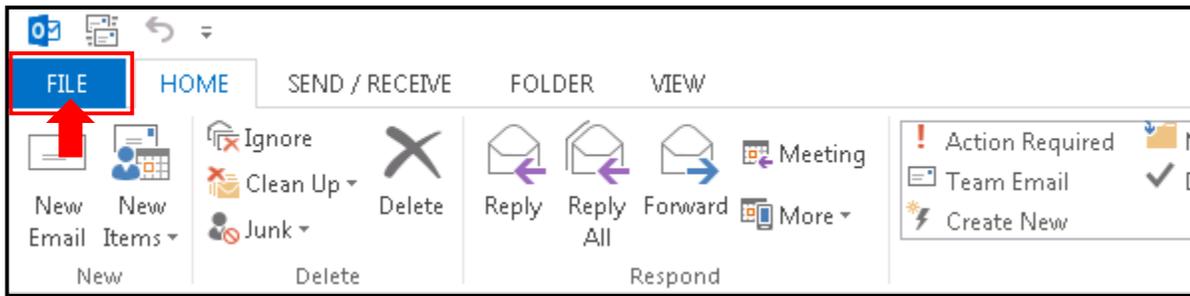
## Objective

This document provides instructions on how to set up automatic replies in Outlook 2013 (after your LAUSD mailbox has migrated to Office 365).

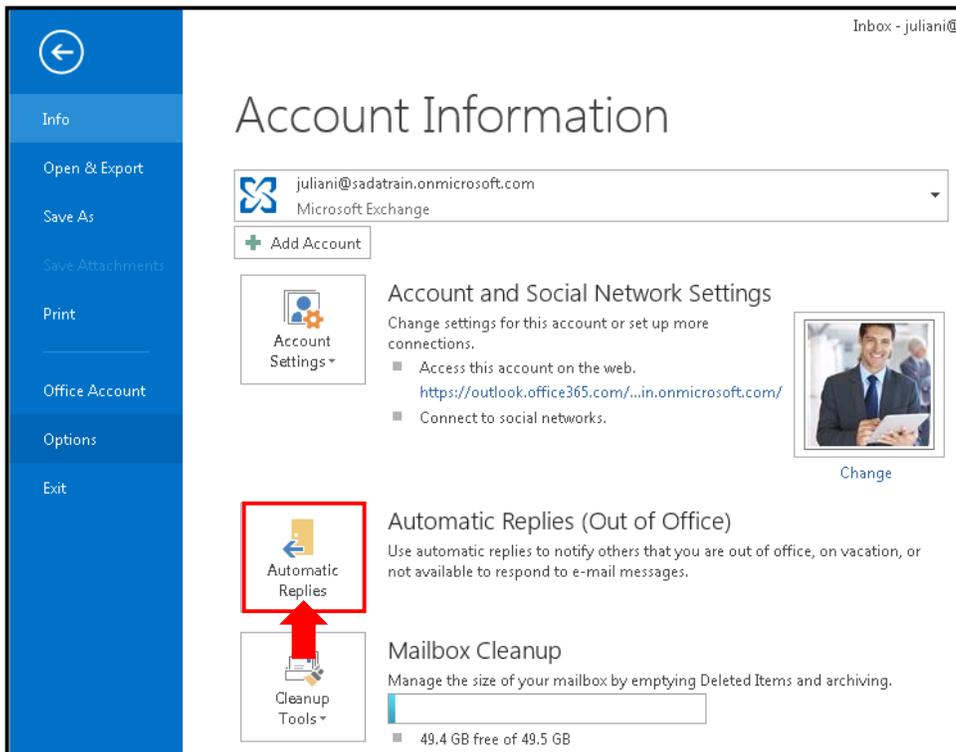
Automatic Replies in Outlook 2013 respond to the first email message you receive from someone. Let people know you aren't in the office, at school, or your response might be delayed. Automatic Replies can include a referral to someone else who can respond in your absence. Automatic replies can be used when you're out on vacation or during school breaks.

## Part 1 - Set an Automatic Reply

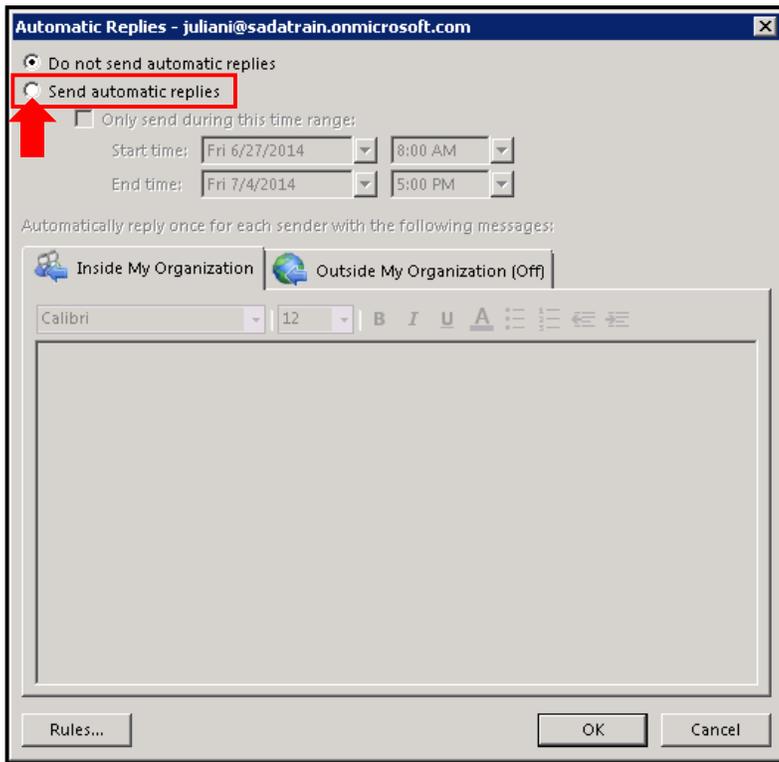
1. Select the **File** tab in the top left corner.



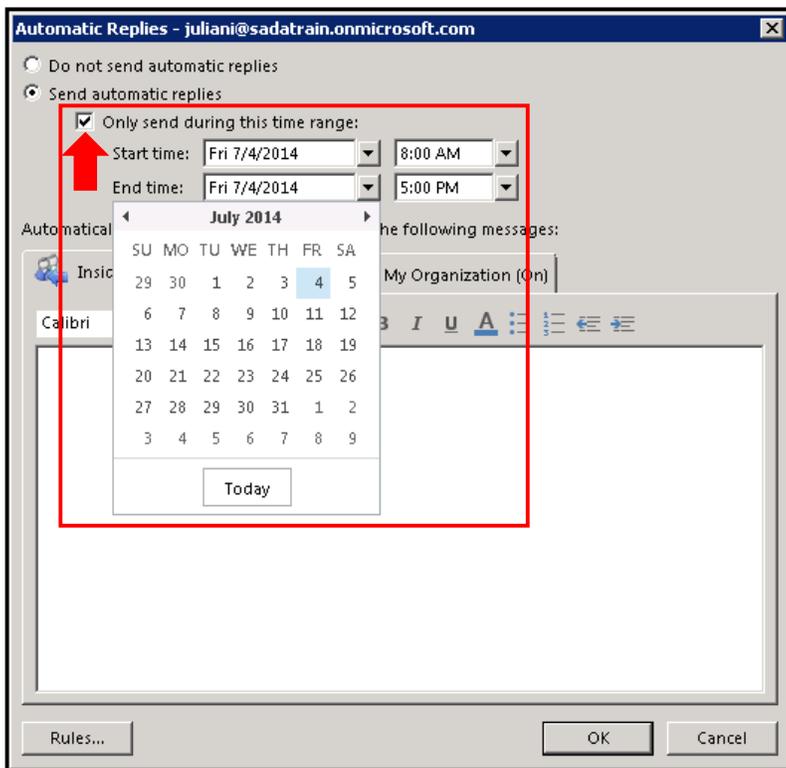
2. The Account Information screen appears. Click the **Automatic Replies (Out of Office)** button.



3. The Automatic Replies screen opens. Select the **Send automatic replies** radio button.

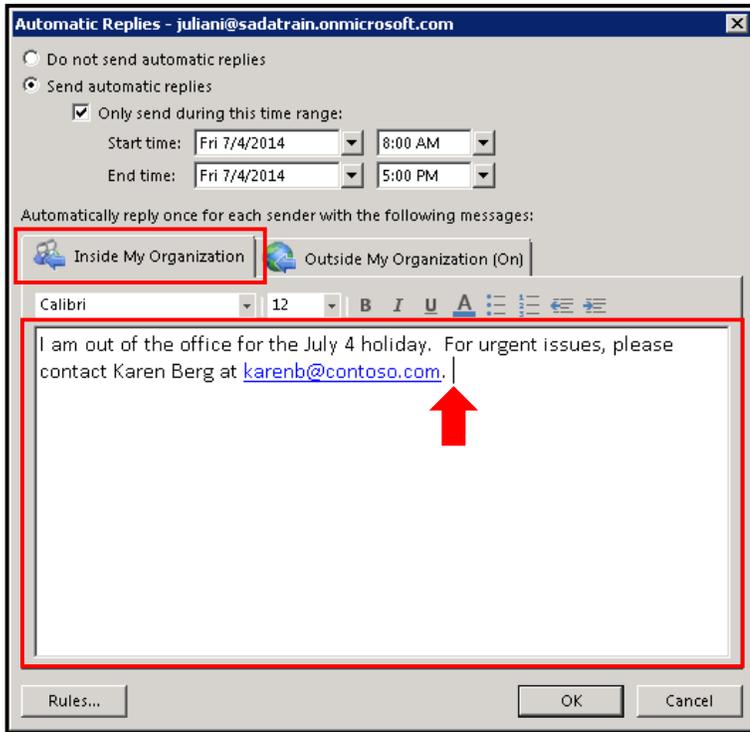


4. If you want, select the **Only send during this time range** checkbox to schedule when your out of office replies are active. This is the most common use of automatic replies and can be used to notify people of school breaks or other absences that may cause a delay in response.

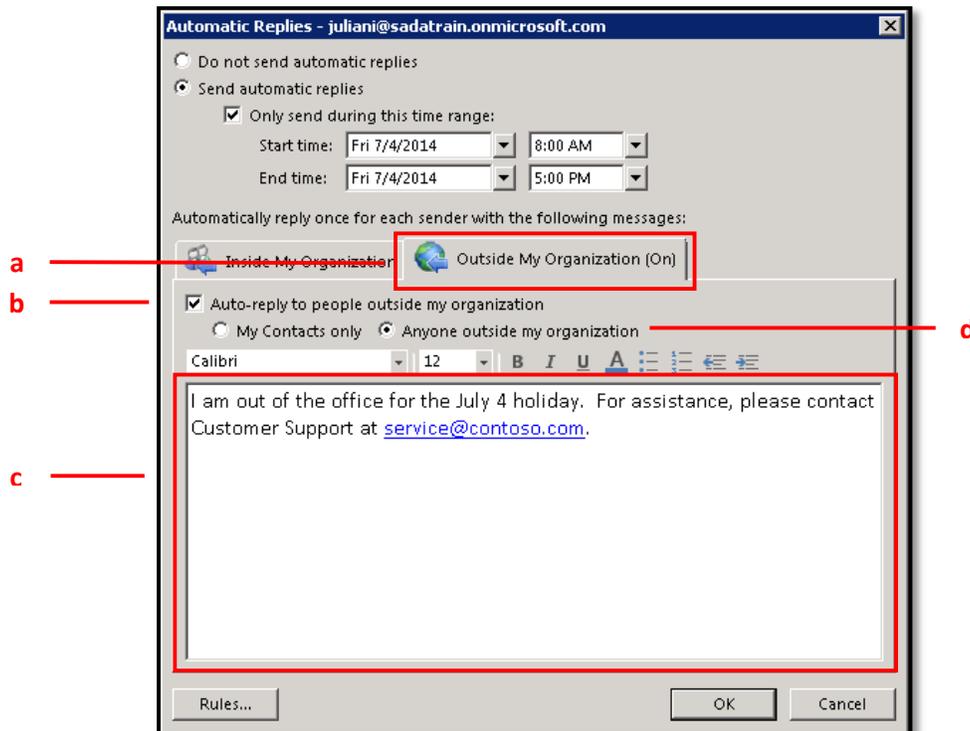


**Note** – If you don't specify a start and end time, automatic replies sent until you select the **Do not send automatic replies** option.

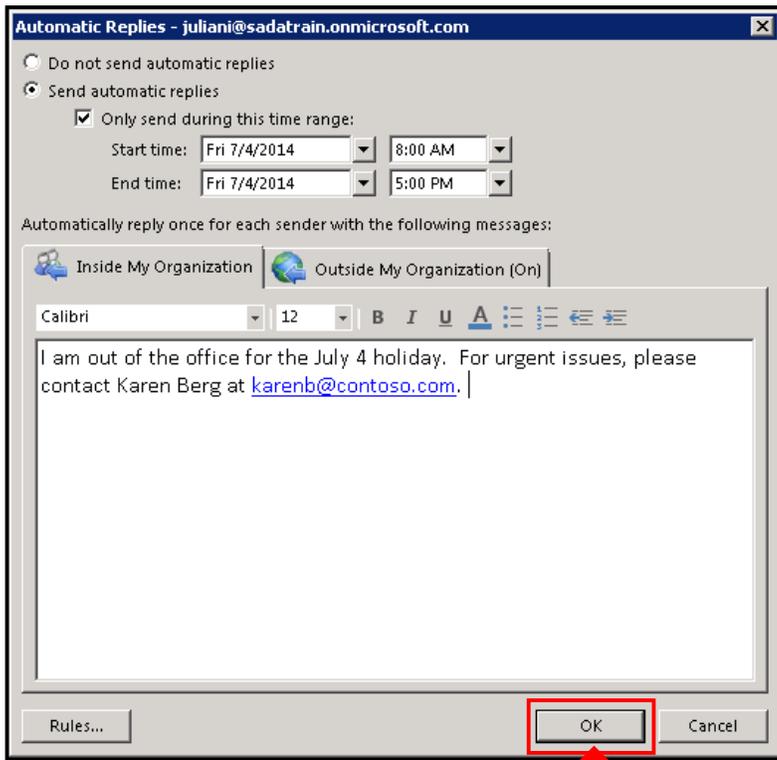
5. On the **Inside My Organization** tab, type the response that you want to send to District employees while you are absent.



6. If you want to send auto-replies to people outside the District, do the following:
- Click the **Outside My Organization** tab.
  - Select the **Auto-reply to people outside my organization** checkbox.
  - Type the response that you want to send while you are absent in the text field below.
  - Select **My contacts only** to reply only to senders in your contact list, or **Anyone outside my organization** to reply to all senders.



7. Once you have set your automatic reply, click **OK** in the bottom right corner of the window.



8. To turn automatic replies off, return to the Automatic Replies screen, select **Do not send automatic replies**, and click **OK**.

