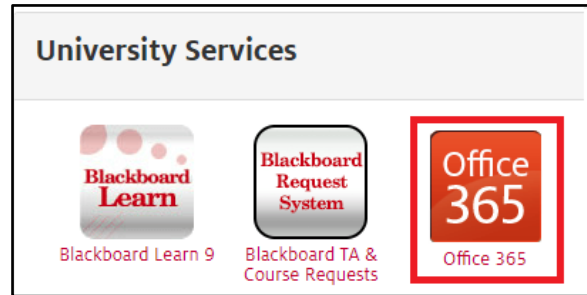


## Configure “Out of Office” from Office365

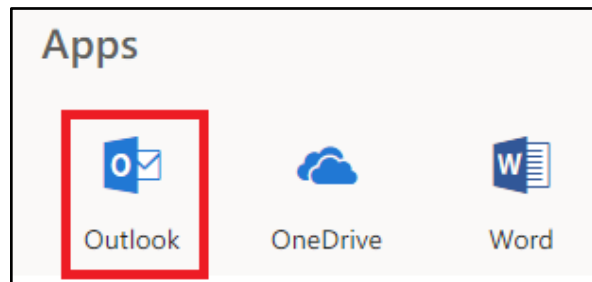
Updated: March 14, 2019

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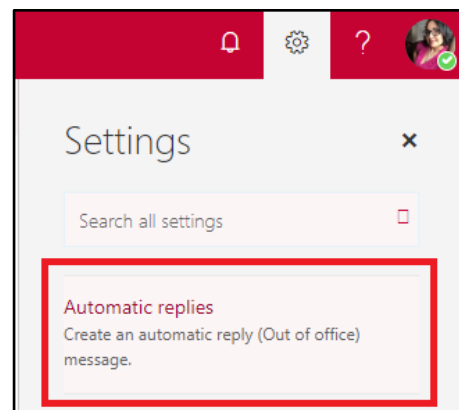
1. Log into <http://AccessUH.uh.edu/>
2. Click the **Office365** Icon



3. Click <https://login.microsoftonline.com/>
4. Enter your CougarNet credentials:
  - **CougarNet Username:** cougarNetID@cougarNet.uh.edu
  - **CougarNet Password:** CougarNet Password
5. Click the **Outlook** icon



6. Click **Settings**
7. Click **Automatic replies**



8. Click **Send automatic replies** (Note: Make sure to uncheck the Send automatic reply messages to senders outside my organization.)
9. Check the **Send replies only during this time period**
10. Select the **date** and **time**
11. Type a **message** in the text box
12. Click **OK**

✓ OK    ✕ Cancel

### Automatic replies

Create automatic reply (Out of Office) messages here. You can set your reply to start at a specific time, or set it to continue until you turn it off.

☐ Don't send automatic replies

☒ Send automatic replies

☒ Send replies only during this time period

Start time: Thu 3/14/2019 11:00 AM

End time: Fri 3/15/2019 11:00 AM

☐ Block my calendar for this period

☐ Automatically decline new invitations for events that occur during this period

☐ Decline and cancel my meetings during this period

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

**B I U A A A** [color icons] [list icons] [link icons] [dropdown]

Hello,

I am out of the office today. If you have a Skype for Business emergency contact:

Email: sfbsupport@uh.edu  
Telecomm Customer Service: 832-842-4611  
IT Help Desk: 713-743-1411

Regards,

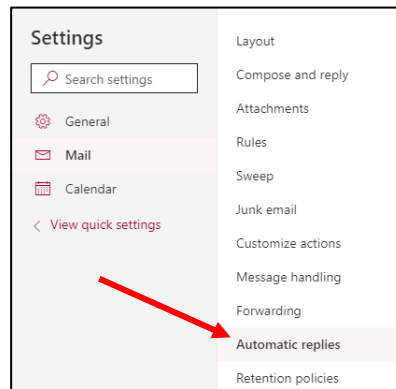
☐ Send automatic reply messages to senders outside my organization

## Configure “Out of Office” from Office365 while using the new Outlook

1. Follow steps **1** through **6** above
2. Once in Settings scroll down and click **View all Outlook settings**

View all Outlook settings

3. Select **Automatic replies**



4. Click the **Turn on automatic replies** slider to the right side (**Note:** Make sure to uncheck the Send replies outside your organization.)
5. Check the **Send replies only during a time period**
6. Select the **date** and **time**
7. Type your **message** in the text box
8. Click **Save**

A screenshot of the 'Automatic replies' configuration window in Outlook. At the top right are buttons for 'Save', 'Discard', and a close icon. Below the title, there is explanatory text. A red arrow points to the 'Automatic replies on' toggle switch, which is currently turned on. Another red arrow points to the 'Send replies only during a time period' checkbox, which is checked. Below this, there are fields for 'Start time' (3/14/2019, 1:00 PM) and 'End time' (3/15/2019, 1:00 PM). There are three unchecked checkboxes: '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'. A section titled 'Send automatic replies inside your organization' contains a text editor with a rich text toolbar. A red bracket highlights the text area, which contains the message: 'Hello, I am out of the office today. If you have a Skype for Business emergency contact: Email: sfb-support@uh.edu, Telecomm Customer Service: 832-842-4611, IT Help Desk: 713-743-1411'. At the bottom, there is an unchecked checkbox for 'Send replies outside your organization'.