Configure "Out of Office" from Office365
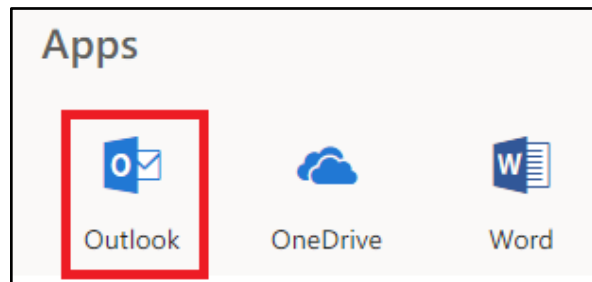Updated: March 14, 2019

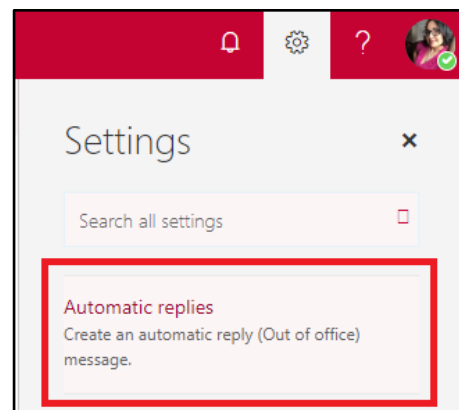1. Log into http://AccessUH.uh.edu/
2. Click the **Office365** Icon
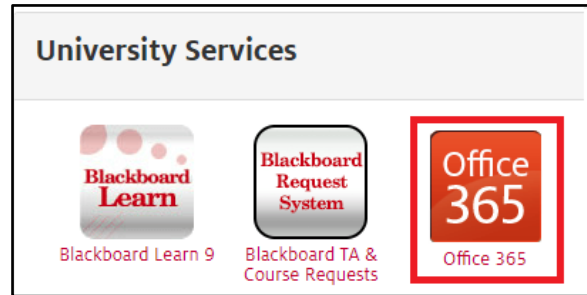
3. Click https://login.microsoftonline.com/
4. Enter your Cougarnet credentials:
   - **Cougarnet Username:** cougarnetID@cougarnet.uh.edu
   - **Cougarnet Password:** Cougarnet Password
5. Click the **Outlook** icon

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

8. Click **Send automatic replies** (**Note:** Maker 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**

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**

Settings	Layout
🔍 Search settings	Compose and reply
	Attachments
⚙ General	Rules
✉ Mail	Sweep
📅 Calendar	Junk email
‹ View quick settings	Customize actions
	Message handling
	Forwarding
	Automatic replies
	Retention policies

4. Click the **Turn on automatic replies** slider to the right side (**Note:** Maker 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**

Automatic replies

Save   Discard   ✕

Use automatic replies to let others know you're on vacation or aren't available to respond to email. You can set your replies to start and end at a specific time. Otherwise, they'll continue until you turn them off.

⬤ Automatic replies on

☑ Send replies only during a time period

Start time   3/14/2019   📅   1:00 PM   ˅

End time   3/15/2019   📅   1:00 PM   ˅

☐ 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 automatic replies inside your organization

Hello,

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

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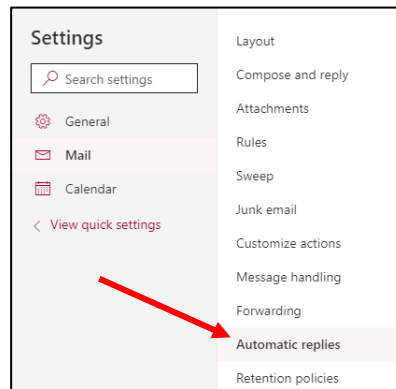Telecomm Customer Service: 832-842-4611
IT Help Desk: 713-743-1411

☐ Send replies outside your organization