Configure "Out of Office" for Skype for Business (SFB) and Voice Mail
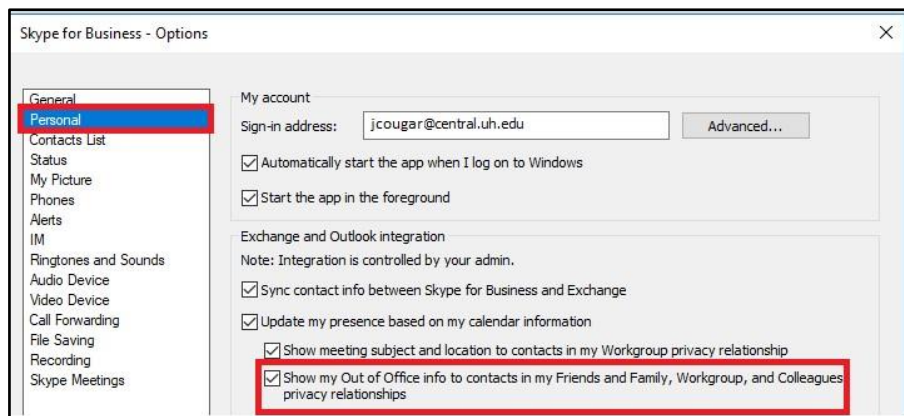
Skype Client

When an Outlook Out of Office/Automatic Reply is configured, the message will also appear below your name on your Skype Contact Card that is shown in the Skype Contact List of colleagues who have added you as a Skype Contact. When the autoreply is manually removed or expires in Outlook, the message is automatically removed from Skype.

To configure this feature:

1. In Skype, click the **Options** button in the upper right-hand corner

2. On the left side menu, click **Personal**
3. Check or uncheck **Show my Out of Office info to contacts in my Friends and Family, Workgroup, and Colleagues privacy relationships**

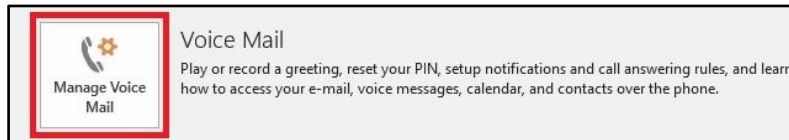4. Click **OK** to save changes

Voice Mail

It is possible to record two voice mail greetings, an everyday greeting and an out of office greeting.
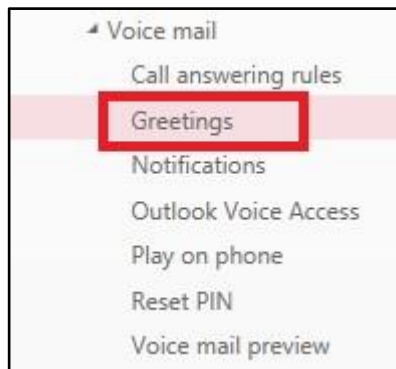
To record your greetings, dial 713-743-6200 and follow the prompts.

To toggle between the two greeting options in Outlook and Microsoft 365:
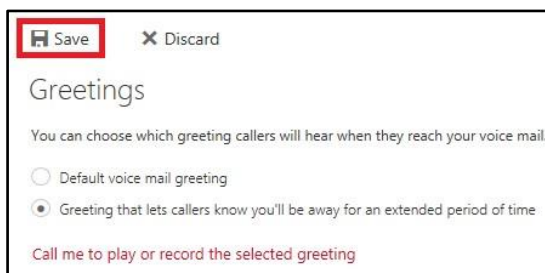
1. Open **Outlook**
2. Click the **File**
3. Click on **Voice Mail**

4. Enter your Cougarnet credentials:
   - Cougarnet Username: cougarnetID@cougarnet.uh.edu
   - Cougarnet Password: Cougarnet Password
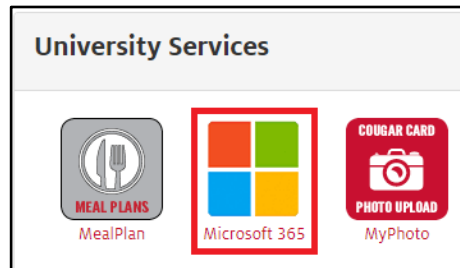5. Under Voice mail select **Greetings**

6. Select the desired **greeting**
7. Click **Save**

To toggle between the two greeting options <u>via the web</u> using Microsoft 365:
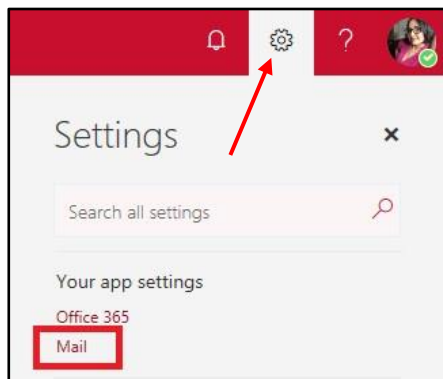
1. Log into http://AccessUH.uh.edu/.
2. Click the **Microsoft 365** icon.
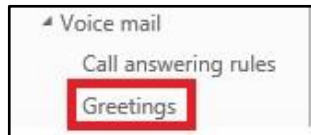

3. Click https://login.microsoftonline.com/.
4. Enter your Cougarnet credentials:
    - **Cougarnet Username:** cougarnetID@cougarnet.uh.edu
    - **Cougarnet Password:** Cougarnet Password
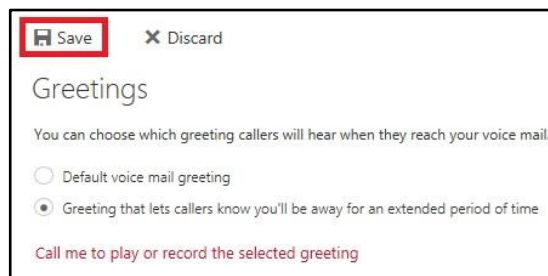5. Click the **Outlook** icon.

6. Click on **Options** in the upper right-hand corner
7. Select **Mail**

8. Click **General**
9. Under Voice mail select **Greetings**

10. Select the desired **greeting**
11. Click **Save**

Note: These instructions don't work on the new Outlook in Microsoft 365. To switch back to the old Outlook, click the slider to the left side. Go back to the beginning of these steps and start the instructions again.

To return to the new Outlook click the slider to the right side.