

User Manual Setting Up Out of Office





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Outlook Webmail

This user manual describes how to set up an out of office message for your personal mail account or for a group mailbox with the Outlook Web App.

1) Go to <u>https://webmail.campus.leidenuniv.nl</u> and logon with your ULCN credentials.

Outlo	ok Web App
Security (show explanation)
0	This is a public or shared computer This is a private computer
	Use the light version of Outlook Web App
User nam	e:
Password	
	Sign in

Out of Office message for your personal mailbox

1) At the right top, select "Options"

Outlook Web App		sign ou	Mars, M.W.A
Mail > Inbox 771 Items		鼲 Find Someone	Options 🚬 🕐 -
Favorites	New - Delete - Move - Filter - View -		2
G Inbox (167)	Search Entire Mailbox		∢ _ ۹

2) Next you select "Set Automatic Replies..."

Outlook Web App		sign out	Mars, M.V	V.A
Mail > Inbox 771 Items		📖 Find Someone	Options *	0 -
Favorites A Favorites	New - Delete - Move - Filter - View -	Options		ø
Sent Items	Search Entire Mailbox	Create an Inbox Rule.	<u>s</u>	¢ _ ×
Deleted Items	Conversations by Date	See All Options		_

3) In order to activate the out of office message, select "Send automatic replies".

Mail > Options	My Mail 👔 👻
Account	
Organize E-Mail	Inbox Rules Automatic Replies Delivery Reports
Groups	
Settings	Automatic Replies
Block or Allow	Create automatic reply (Out of Office) messages here. You can send replies to senders the whole time you're away or for a specific period of time.
	On't send automatic replies
	Send automatic replies
	Send replies only during this time period:
	Start time: Mon 12/2/2013 11:00 🔻
	End time: Tue 12/3/2013 11:00 🔻
Out of Office message for internal mail (NUWD environment)	Send a reply once to each sender inside my organization with the following message: Tahoma I </th
	 Send automatic reply messages to senders outside my organization Send replies only to senders in my Contacts list Send replies to all external senders
0	Send a reply once to each sender outside my organization with the following message:
Out of Office message for external mail	

- 4) You may want to configure the time interval setting for the out of office message. If you use this setting, the out of office message will automatically be disabled when the end date and time have been reached.
- 5) Enter the out of office message (both windows):
 - Het top field is destined for mail in the NUWD environment
 - Het onderste veld is voor externe email. Let op dat de studentenomgeving als extern wordt gezien.
- 6) Select "Save"

Out of office message for a group mailbox

In the webmail it is possible to open a group mailbox and setting up an out of office message. Please note: you will need to have permission to this specific mailbox.

1) At the right top of the screen you will find a small arrow pointing downwards, when you press this arrow you can enter and open another mailbox.

Open Other Mailbox	×
Select mailbox:	
ISSC - Helpdesk	Open

- 2) Please enter the name of the mailbox and select "Open"
- 3) Finally you need to follow the steps, as described in the paragraph <u>out of office message for your personal mailbox</u>