How to Set an Automatic Reply Message in Outlook

> ⓘ **Automatic Replies / Vacation Rule / Away Message**
>
> Use automatic replies in Outlook Web App whenever you want to let people who send you email know that you won't be responding to their messages right away. After automatic replies are turned on, they'll be sent once to each sender.

Set An Automatic Reply:

You can turn on, turn off, or modify automatic replies.

1. Login to Outlook Web Access from a web browser.

   See: How to Login to Your NYCOURTS.GOV Email Account

2. Set Automatic Replies.

   Choose Settings > Set Automatic Replies

3. Select your options then click [OK]

   Use the table below as a guide.

Options Guide:

Don't send automatic replies	Select this option to turn off automatic replies.
Send automatic replies	Select this option to turn on automatic replies.
Send replies only during this time period	Select this check box, and then set a start time and end time to control when automatic replies are sent. If you don't set a time period, your automatic reply remains on until you turn it off. You're reminded your automatic replies are turned on each time you sign in to your mailbox.
Send a reply once to each sender inside my organization with the following message	Use the text box to create a message that is sent only to senders who are inside your organization. This option may not be available.

Send automatic reply messages to senders outside my organization	Select this check box if you want automatic replies to be sent to senders outside your organization.
	
	If you select the check box to send automatic replies to persons outside your organization, two other options are made available. Choose one of the following:
	
	• Send replies only to senders in my Contacts list
	
	  Select this to limit automatic replies to senders who are in your Contacts folder. Senders who aren't in your Contacts folder won't receive the automatic reply.
	• Send replies to all external senders
	
	  Select this to send your reply to all senders outside your organization.

Send a reply once to each sender outside my organization with the following message	If you select **Send replies to all external senders**, in the text box type the reply m

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