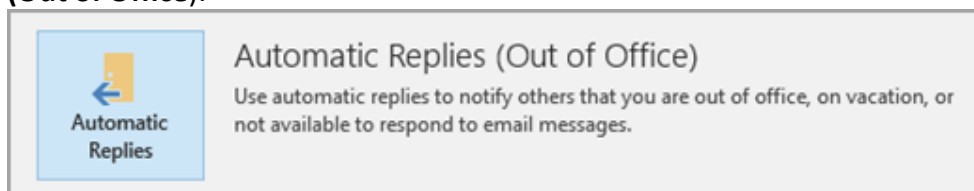


Creating an Automatic Out of Office Email Reply

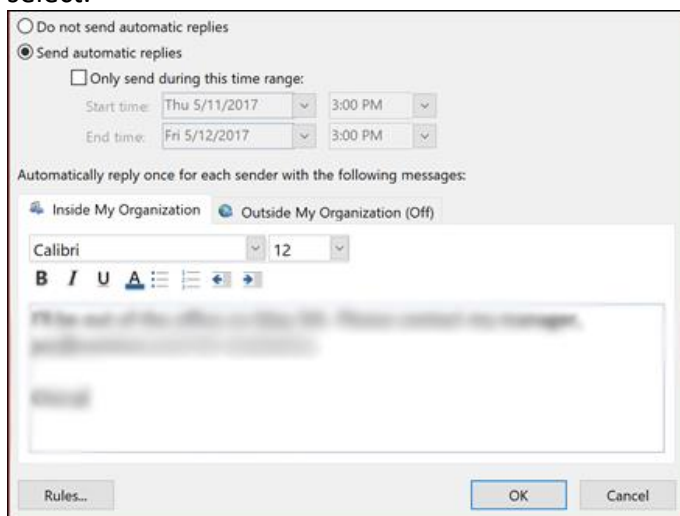
Below are instructions on how to set up an Automatic Out of Office Email Reply for the Outlook Desktop Client and for Outlook Web App. You only need to setup the Automatic Out of Office Email Reply rule on one application for your LSUA email account.

For Outlook Desktop Client

1. Click **File** at the top, then select **Info** from the left-hand side. Select **Automatic Replies (Out of Office)**.



2. Next, select the option **Send Automatic Replies**. You can set specific dates for automatic replies by selecting the option “Only send during this time range”. This will automatically start and turn off automatic replies based on the date and time you select.



3. Next, type your Automatic Reply message. There's a tab for creating a message for *Inside My Organization* and for *Outside my Organization*. You can copy and paste the same information for both tabs.
 - Suggested Text:

I will be out of the office from May____ through _____. Please see below for links that might be of assistance.

- For guidance on getting authorized to register, email studentservices@lsua.edu.
- For technology questions, see the Online HelpDesk at <https://helpdesk.lsua.edu/>
- To submit a HelpDesk ticket for technology issues, email iethelp@lsua.edu.

- Questions about the Academic Calendar, visit the Registrar's page:
<https://www.lsua.edu/academics/registrar>
 - If you're a 100% online student needing assistance, please email your Learner Concierge or email online@lsua.edu.
4. Click Ok to save your changes. Once you save your changes, you will see a message bar at the top of your email indicating "Out of Office" is on.
 5. When you're ready to turn off Automatic Replies, you can click the "Off" button on the message bar or return to the section in Step 2 but select "Do Not Send".

For Outlook Web App (Office 365)

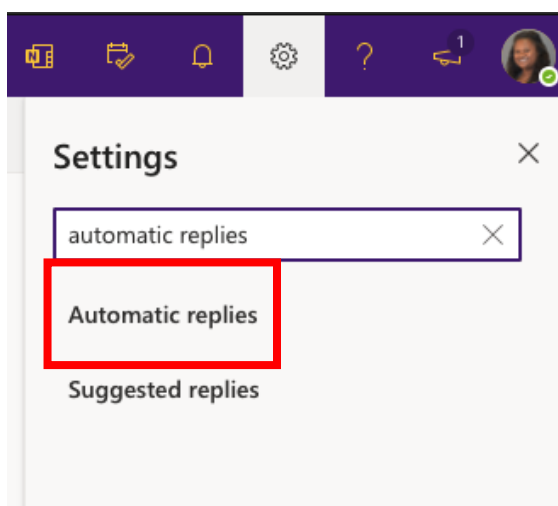
1. Login to myLSUA and click **Email** at the top.



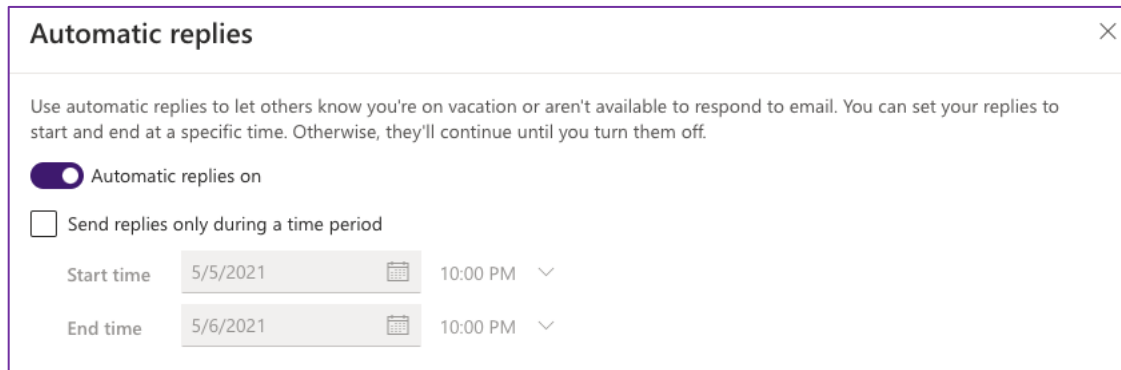
2. When Outlook Web App opens, click the gear icon in the upper right.



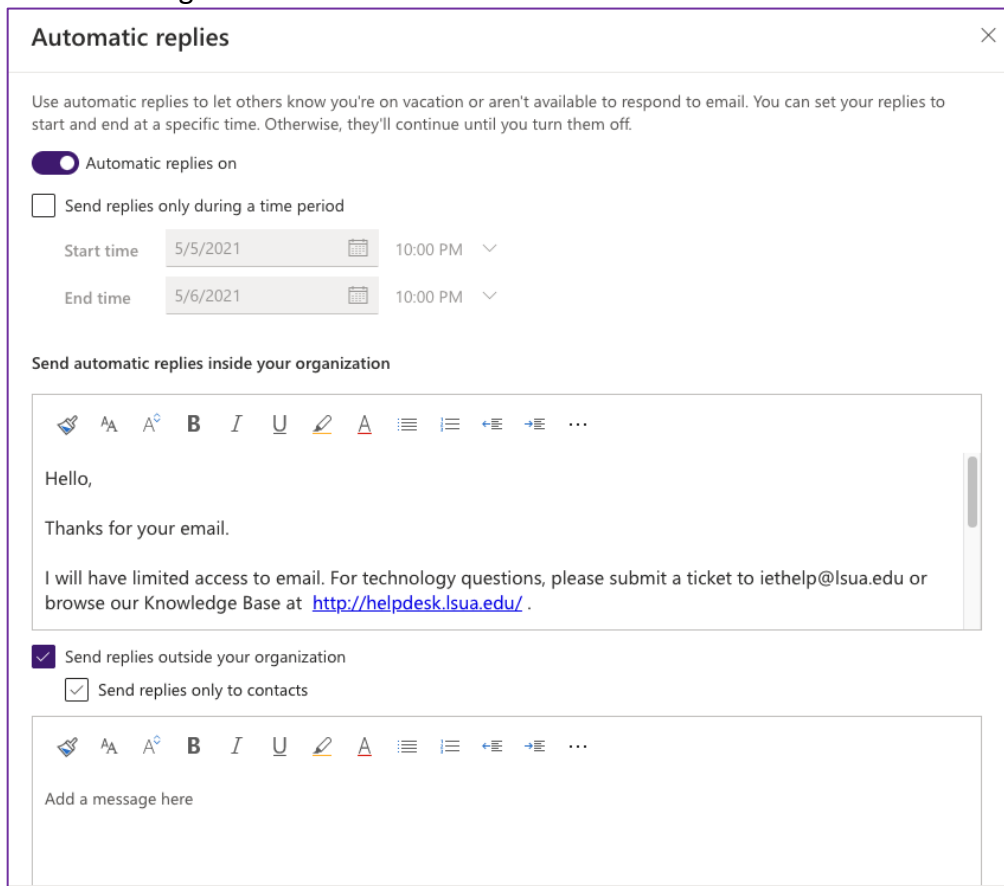
3. In the search box, type "automatic replies" and select the first option, Automatic Replies.



- Click the button to toggle on **Automatic Replies**. You can check the option to **Send replies only during a time period**. This will automatically start and turn off automatic replies based on the date and time you select.



- Next, type your Automatic Reply message in the text box provided. If you want to send the same message to those outside of your organization, copy the text from your first message, then click **Send replies outside your organization** under the text box to paste the text again.



- When finished, click **Save**.