Setting up an Automatic Out of Office Reply using Outlook Web Access (OWA)

One of the biggest benefits of using the Exchange server with Outlook Web Access is that the end user can set their own out of office reply. This following screenshots will show how to set this feature up to be used.

Open up the Outlook Web Access (OWA) web page (outlook.coastal.edu) and log in as a user. Being a web page it can be accessed by several browsers such as Internet Explorer, Firefox, and Chrome. However, to get the full features offered by the Exchange server Internet Explorer should be used. However, the Out of Office reply can be setup using any browser. The following screen shots will show how to setup the Out of Office auto-reply using the Internet Explorer browser; the other browsers will have similar options.

![Image of Outlook Web Access login page]

After logging in, a webpage will be displayed that will look very similar to the MS Outlook program. Look at the top right side of the banner and click on the Options button.

![Image of MS Outlook program with Options button highlighted]
A new page will appear with a menu on the left side of the page. From this page select the Out of Office Assistant option.
The Out of Office Assistant will look very similar to the assistant found in MS Office 2007.

The same options are available to the users in regards to:

- Turning on/off the reply message
- Setting a time limit for the out of office reply
- The text that the user can enter for the out of office reply
Also, like the MS Outlook 2007 version, the Out of Office auto-reply can be different for on campus or off campus emails.

![Auto-reply settings]

When finished customizing the Out of Office auto-replies just click the Save button at the top of the page.

![Save button]

The Out of Office auto-reply is now set. Remember, if the time frame has not been set then the user will need to manually turn off the auto-reply feature.