

Home

File

# Automatic Replies (Out-of-Office) Classic Outlook

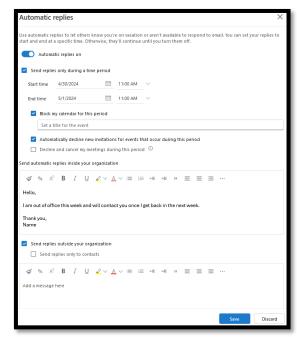
- 1. Click File button on top left corner
- 2. Click Automatic Replies
- 3. In the new window go through the settings:
  - 1. Click send automatic replies
  - 2. Check **Only send during this time range** if you would like to set a time frame
  - 3. Set the Start time and End time
  - 4. Write your message
  - 5. Click OK
- 4. The default for the message is set to Inside My Organization. You can choose **Outside My Organization (On)** tab to set up the auto reply message to go out to senders from outside your organizations. In this tab you have two options:
  - 1. My Contacts Only
  - 2. Anyone outside my organization

Within Classic Outlook, you will have either manually set up rule to decline and/or cancel calendar invitations. However, in New Outlook, you can set this up directly within your Automatic Reply Settings.

#### Automatic New New Email Items ~ Replies New O Do not send automatic replies Send automatic replies Only send during this time range: Start time: Thu 5/30/2024 8:30 AM End time: Fri 5/31/2024 V 8:30 AM atically reply once for each sender with the following messages 🐔 Inside My Organization Qutside My Organization (On) ~ 8 Segoe UI B I U A = = • Hello. I am out of office this week and will contact you once I get back in the next week Thank you, Cance OK

## Automatic Replies (Out-of-Office) New Outlook

- 1. Click the Cog wheel in the top right corner
- 2. Click Automatic replies
- 3. Turn on Automatic replies toggle
- 4. Check off **Send replies only during a time period** if you would like to set a time frame
- 5. Set up the Start time and End time
- 6. Under **Send automatic replies inside your organization**, enter the message to send while you're away
- 7. To set up automatic replies to other people, check **Send replies outside your organization**, and write a new message for it
- 8. Click Save



鍛

## **Read Receipts**

Read receipts are different in outlook compared to groupwise. In groupwise it was mandatory. However, in outlook, everyone has the option to allow others to receive their read receipts. It must be requested.

Home

Send / Receive

File

#### **Classic Outlook:**

In Outlook main page:

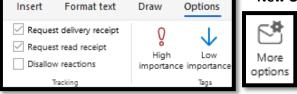
- 1. Click File on the top left corner
- 2. Click Options
- 3. Click Mail
- 4. Scroll down to Tracking
- Check off the Delivery receipt confirming the message was delivered to the recipient's e-mail server and/or
- 6. Read receipt confirming the recipient viewed the message
- 7. Click OK

New New Email Items ~ New	Image: Constraint of the second secon	General Mail
Not al	ry and read receipts help provide cc l email servers and applications sup messages sent, request:	onfirmation that messages were successfully received. port sending receipts.
	3 . 1	sage was delivered to the recipient's email server
	y message received that includes a <u>A</u> lways send a read receipt	-
0 0	Never send a read receipt Ask each time whether to send a re	ead receipt

Outlook Options

Folde

### New Outlook:



### In a new message you're composing, go to the **Options** tab on the ribbon, then select the Request a Delivery Receipt or Request a Read Receipt box.

If you don't see these choices under Options, click More **Options** at the right end, then select the option you want.

## Categories

To access categories:

- Right Click on the email
- Click Categories and click All Categories
- In the new window, you can create **New...**, **Rename**, or **Delete** categories by using respective buttons on the right side of the window

Adding New Category:

- Click on New... button
- Enter your preferred Name for the new category
- Choose the Color
- You can assign a shortcut to the category by clicking on **Shortcut Key** drop-down menu.

The new category will appear with its assigned color and shortcut key in the category list.

Name	Shortcut k
Blue Category	
Green Category	
Orange Category	
Purple Category	
Red Category	
Yellow Category	
Training	CTRL+F2

lame	PL		Shor	tcut key		Nev	N
	Blue Category Green Category Orange Category	New Category	,		×	Rena	ame
	Purple Cate Red Catego Nam		1			Dele	ete
	Yellow Cate Colo		Shortcut Key:	(None)	~	Color:	
			None	Cance	ы	Shortcut (None)	Key:
						(None)	