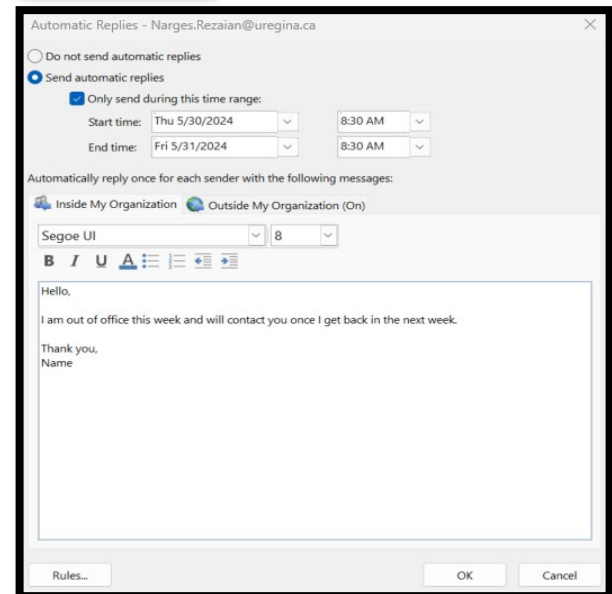
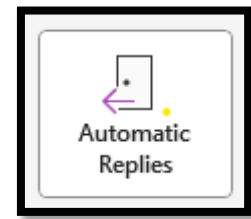
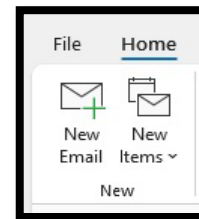


Automatic Replies (Out-of-Office) Classic Outlook

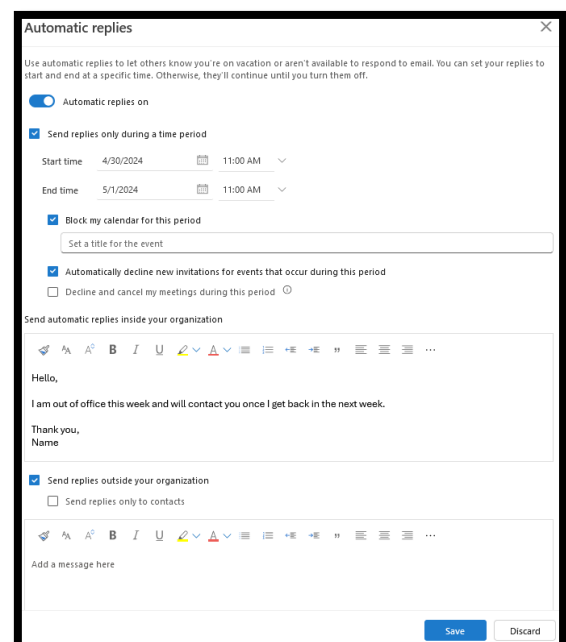
1. Click **File** button on top left corner
2. Click **Automatic Replies**
3. In the new window go through the settings:
 1. Click **send automatic replies**
 2. Check **Only send during this time range** if you would like to set a time frame
 3. Set the **Start time** and **End time**
 4. Write your 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 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**



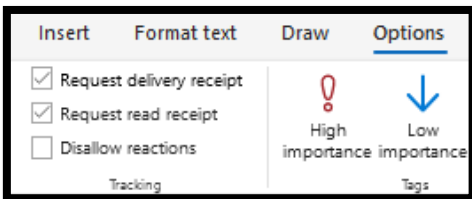
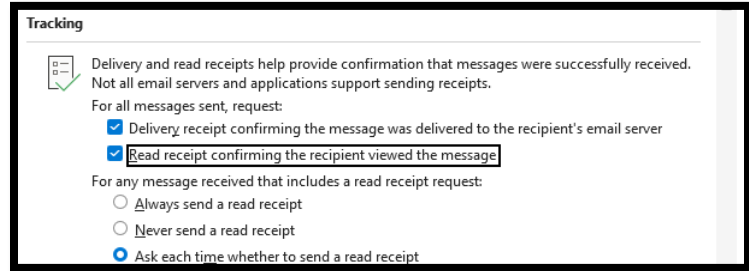
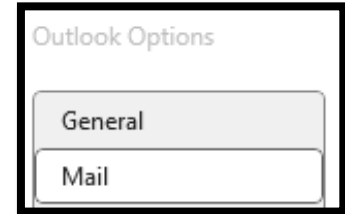
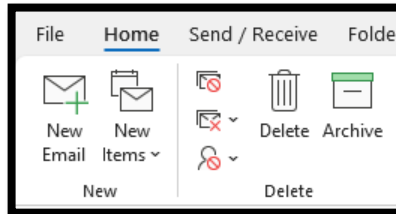
Read Receipts

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.

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**
5. 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 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.

