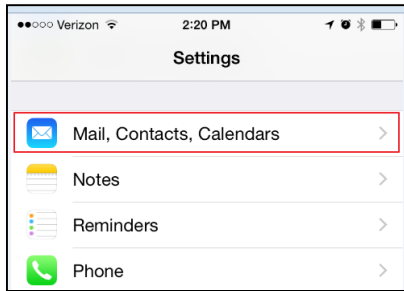# How to Set Automatic Replies (Out of Office)
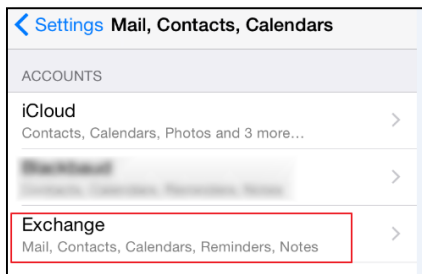
MOBILE

If you have set up your email exchange account on your iOS or Android device, you can set your out of office from your mobile device.

iOS

1. On your iOS Device, click **Settings**
2. Click **Mail, Contacts, and Calendars**

3. Under Accounts, select your UE Exchange Account

4. Slide the **Automatic Reply** button to turn ON automatic replies

   Important Note: If you would like to set automatic replies for accounts outside your organization, ensure that you also slide the automatic reply button next to **External Away message.**

5. Make any changes to your away message(s) and/or end dates if applicable.

6. Click **Save** when ready
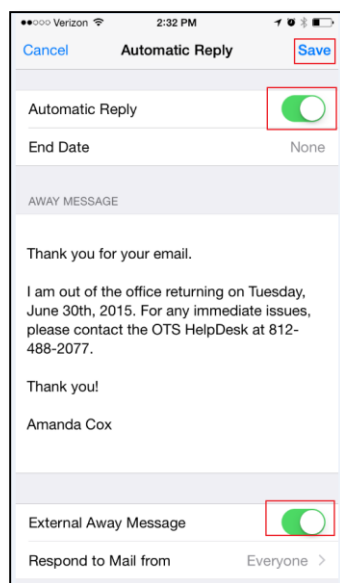
Android

1. On your Android device, open your UE Exchange email account
2. Tap the **menu** button
3. Select **More**
4. Select **Account Settings**
5. Select **Out of the office**
6. Click the **On** button under Send Out of office Auto-replies

7. Make any changes to the settings:

   • Set the start/end time if necessary.
   • Tap the Internal Message Settings button and write the Out of Office message that will be used as a reply to all incoming internal emails.
   • Tap the check box to toggle External Message Settings if necessary.
   • Tap the External Message Settings button and write the Out of Office message that will be used as a reply to all incoming external emails.
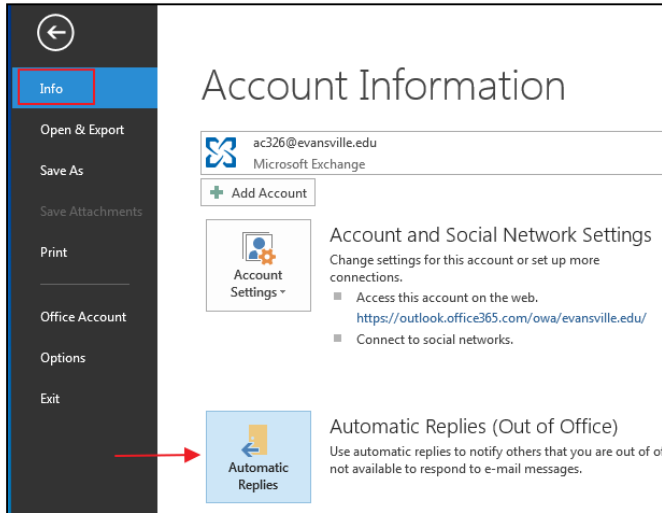
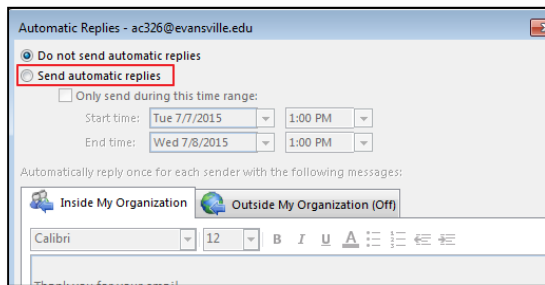7. Tap the **Set** button to set up the service.
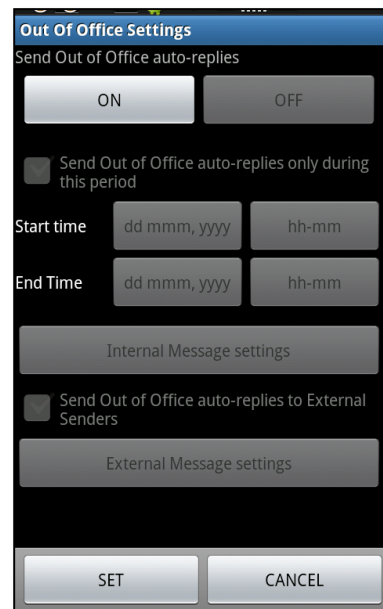
OUTLOOK

Outlook 2010 and Outlook 2013

The steps included below apply to Outlook 2010 and Outlook 2013. The images used refer to Outlook 2013 and may vary slightly in Outlook 2010.

1. In Outlook, click **File**

2. Click **Info**
3. Click **Automatic Replies**

4. Click the radial button next to **Send Automatic Replies**

5. Configure the automatic reply (Out of Office) message or messages to suit your needs.
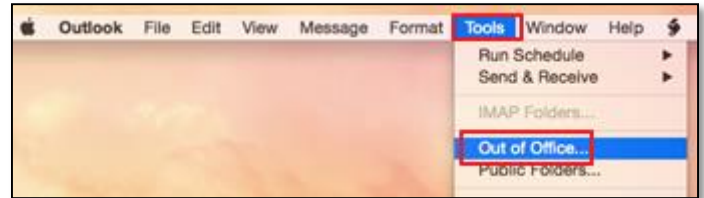
    Note: You have several options available to you. You can send replies during a given time period. You can also customize the reply for those people "inside my organization" e.g. people with UE email accounts as well as "outside my organization" e.g. everyone else.

6. Click **OK** when ready to save

Outlook 2011 Mac

The steps included below apply to Outlook 2011 for Mac.

1. With Outlook open, click **Tools** and select **Out of Office**

2. Click the radial button next to **Send Automatic Replies**
3. Configure the automatic reply (Out of Office) message or messages to suit your needs.
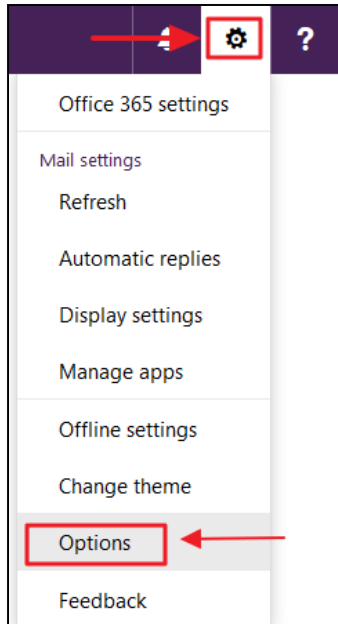
    Note: You have several options available to you. You can send replies during a given time period. You can also customize the reply for those people "inside my organization" e.g. people with UE email accounts as well as "outside my organization" e.g. everyone else.
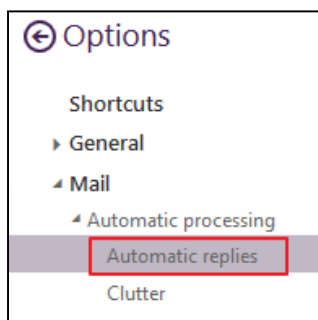
4. Click **OK** when ready to save
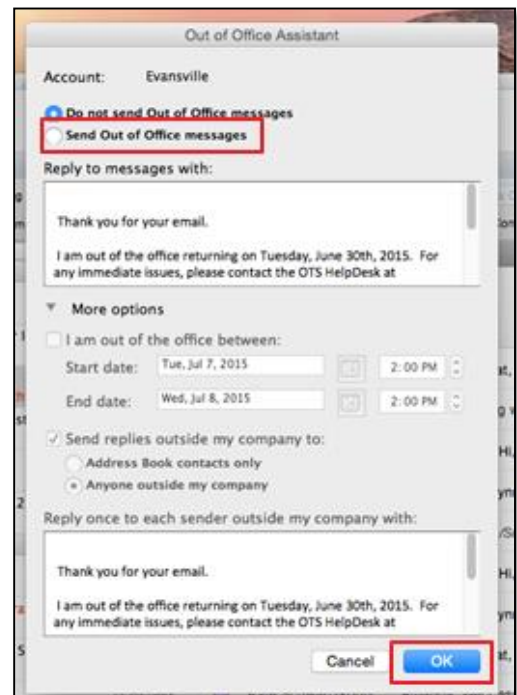
1. Open any browser and go to:
   acemail.evansville.edu
2. Login using your UE email and password
3. In the upper right corner, click the gear icon and select **Options**

4. Click **Mail**
5. Click **Automatic processing**
6. Click **Automatic Replies**

7. Click the radial button for **Send automatic replies**
8. Configure the automatic reply (Out of Office) message or messages to suit your needs.

   Note: You have several options available to you. You can send replies during a given time period. You can also customize the reply for those people "inside my organization" e.g. people with UE email accounts as well as "outside my organization" e.g. everyone else.

9. Click **Save** when done

10. In the upper right, click the My Apps icon and select **Mail** to switch back to your mailbox.