The steps below describes 2 ways to setup Outlook to send automated reply emails to anyone that sends you an email while you are out of the office.

A. Enable Out of Office reply using Outlook 2003
   1. Login to Outlook
   2. Goto Tools > Out of Office Assistant
   3. Select I am currently Out of the Office
   4. In the AutoReply only once to each sender with the following text box, enter your desired auto-reply message.
   5. Click Ok
   6. Send a message to yourself to test that it is working. You should immediately receive a reply message with the text you entered in step 4.

To Disable the Out of Office reply, follow all of the steps above, but select I am currently In the Office on step 3.

B. Enable Out of Office reply using Outlook Web Access
   1. Open a web browser and goto https://dop.hawaii.edu/exchange (note the “s” after “http”), or click on the “Check Your Email” link from the DOP website (http://dop.hawaii.edu).
   2. Accept any security alerts.
   3. Login with your DOP username and password
   4. Click Options on the left bar
5. Find the Out of Office Assistant at the top.

6. Select I am currently Out of the Office

7. In the AutoReply only once to each sender with the following text box, enter your desired auto-reply message.

8. Click Save and Close at the top

9. Send a message to yourself to test that it is working. You should immediately receive a reply message with the text you entered in step 7.

To Disable the Out of Office reply, follow all of the steps above, but select I am currently In the Office on step 6.