

# Exchange 2007 Server's "Out of Office Assistant"

## Utilizing Outlook Web Access (OWA) <https://outlook.exchange.upenn.edu/owa>

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If you are away from your main computer, or are on an Apple Macintosh computer, you can use the OWA webpage to set your Out of Office message.

1. Open your web browser (IE6 or IE7 recommended) and navigate to the OWA webpage (<https://outlook.exchange.upenn.edu/owa>)
2. Log in using your Exchange login credentials
3. Click "**Options**" in the upper right hand corner
4. In the left-hand pane, click the "Out of Office Assistant" link
5. Check off the radio button "Send Out of Office auto-replies"
6. To set the date range that your Out of Office response will be sent, select the "Send Out of Office auto-replies only during this time period" checkbox
  - Set your Start time and End time date ranges
7. You may also choose to change your Out of Office message displayed in yellow by checking the "Replace my current Out of Office message with the following:"
  - Enter your new Out of Office message in the text box
8. If you wish to send auto-replies to email addresses outside of the Exchange server, check the "Send Out of Office Replies to External Senders" checkbox
  - It is your choice whether you would like to select the radio button for sending replies to people outside of your Contact list
9. Again, if you wish to change the default message shown in yellow, check the "Replace my current external Out of Office message with the following:" checkbox, and enter your custom text in the textbox.
10. To turn off auto-replies, select the "Do not send Out of Office auto-replies"
11. When you are finished with your modifications to your Out of Office settings, click the "**Save**" button in the upper grey bar.

Joseph P. Shannon - Outlook Web Access - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://outlook.exchange.upenn.edu/owa/?ae=Options&opturl=Messaging> Go Links

Microsoft Office Outlook Web Access  
Connected to Microsoft Exchange Log Off

Options Save Help

Regional Settings  
Messaging  
Spelling  
Calendar Options  
**Out of Office Assistant**  
Junk E-Mail  
General Settings  
Deleted Items  
About

### Out of Office Assistant

Create Out of Office messages here. You can either choose to send auto-replies to senders while you are out of the office or for a specific period of time.

Do not send Out of Office auto-replies  
 Send Out of Office auto-replies  
 Send Out of Office auto-replies only during this time period:

Start time: Tue 2/5/2008 11:00 AM  
End time: Wed 2/6/2008 11:00 AM

Send an auto-reply once to each sender inside my organization with the following message:

Times New Roman 10 B I U [Rich Text Editor]

Send Out of Office auto-replies to **External Senders**  
 Send Out of Office auto-replies only to senders in my Contacts list  
 Send Out of Office auto-replies to anyone outside my organization

Send an auto-reply once to each sender outside my organization with the following message:

Times New Roman 10 B I U [Rich Text Editor]

Version: 8.0.752.0

Mail  
Calendar  
Contacts  
Tasks

Unknown Zone (Mixed)