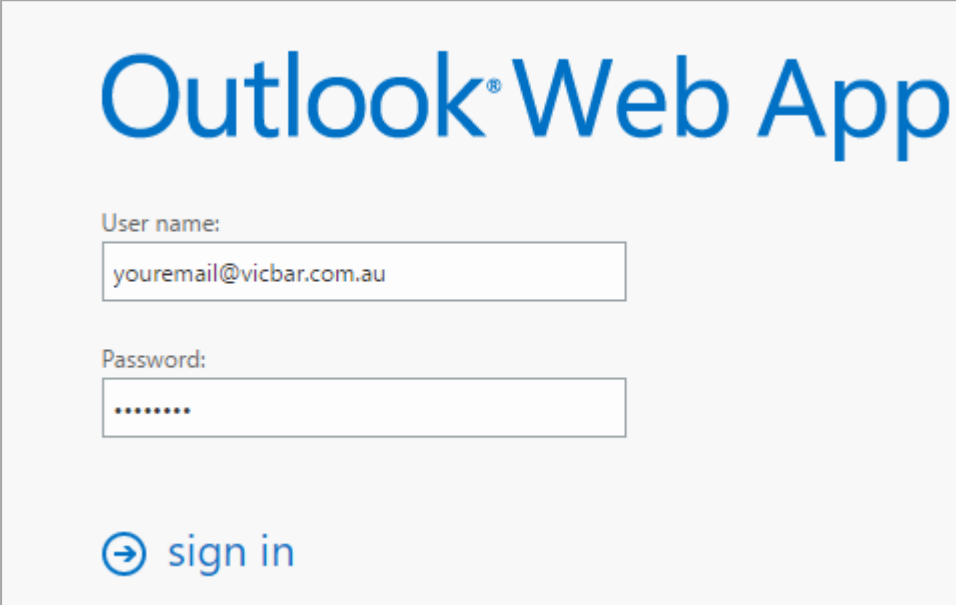


Automatic Reply /Out of Office Set Up


1. Login to <https://webmail.vicbar.com.au> and enter your credentials as follows. Click **sign in**



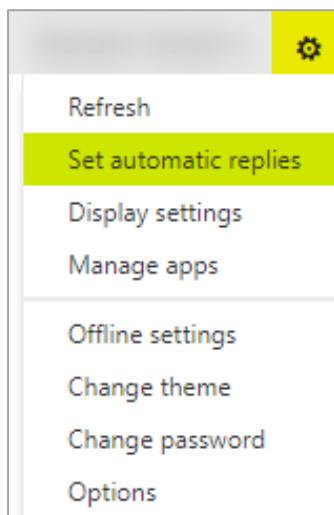
Outlook® Web App

User name:

Password:

 sign in

2. Once logged in click the Cog/Settings icon (highlighted below) in the top right and click **Set automatic replies**



3. Follow the steps outlined below:

inbox rules [automatic replies](#) delivery reports

Create automatic reply (Out of Office) messages here. You can set your reply to start at a specific time, or set it to continue until you turn it off.

Don't send automatic replies

1 Send automatic replies

Send replies only during this time period:

2 Start time: Mon 10/07/2017 3:00 PM

End time: Mon 17/07/2017 3:00 PM

Send a reply once to each sender inside my organization with the following message:

3 Calibri 12 **B I U** abc [list icons] [undo] [redo] [link] [unlink] [x²] [x₂] [right arrow] [left arrow]

Hello, I am away I will return to my office on the 17th of July please contact me on my phone if you require immediate assistance

4 Send automatic reply messages to senders outside my organization

Send replies only to senders in my Contacts list

Send replies to all external senders

Send a reply once to each sender outside my organization with the following message:

Calibri 12 **B I U** abc [list icons] [undo] [redo] [link] [unlink] [x²] [x₂] [right arrow] [left arrow]

Hello, I am away I will return to my office on the 17th of July please contact me on my phone if you require immediate assistance

5 **save**

4. Once all fields are filled in correctly press **save**.