Create an Out of Office Automatic Reply (using Outlook)

Since your email address is changing, it would be a great idea to make sure everyone is aware of it. This simple instruction set will allow you to setup an automatic reply on your @msoe.edu email that lets senders know about your email change.

NOTE: This direction set assumes that you already have Outlook installed and configured. If you do not have Outlook installed, please refer to the directions on how to create an out of office reply without Outlook.

NOTE: RELIES WILL ONLY OCCUR UNTIL FEBRUARY 1, 2013. AT THIS TIME YOUR @MSOE.EDU ACCOUNT WILL BE DISABLED.

Setting up an automatic reply (Outlook 2007)

1. Open Outlook 2007
2. Click the “tools” menu and then click “Out of Office Assistant”
3. Click the bullet “Send Out of Office auto-replies”
4. There are two areas that ask for responses, inside my organization (which sends that reply to only people inside the MSOE.edu e-mail domain) and outside my organization (everyone besides MSOE.edu addresses).
5. Compose your message you wish to send everyone when they email you. Then copy it into both tabs. Inform the sender your email address has been changed to <username>@alumni.msoe.edu
6. Review your entry, click okay.
7. Your out of office reply telling everyone your new address is now set!
Setting up an automatic reply (Outlook 2010)

1. Open Outlook 2010
2. Click the “File” menu on the top left
3. Click “Automatic Replies (Out of Office)”

4. Click the bullet “Send automatic replies”

5. Compose your message you wish to send everyone when they email you. Then copy it into both tabs. Inform the sender your email address has been changed to <username>@alumni.msoe.edu
6. Review your entry, click okay.
7. Your out of office reply telling everyone your new address is now set!