

How to turn on out of office replies in the EOAS web mail interface

Burner EOAS - 2024-09-18 - Email, calendar, and contacts

- Synopsis

This article shows how to turn out-of-office automatic replies on for your EOAS mail account (<https://exchange.eoas.ubc.ca>).

- **How to**

1. In Outlook Web App, click on the **Options** icon (gear icon).



2. Select **Set automatic replies**.



3. You're brought to the **automatic replies** page. Select **Send automatic replies**.



4. If you would like the replies to be sent for a limited period of time, set the dates in the **Start time** and **End time** fields.



5. Now edit the email template for the replies to your colleagues under the **Send a reply once to each sender inside my organization with the following message** section.



6. You can choose to activate the out-of-office automatic replies for your external contacts too. Check the **Send automatic reply messages to senders outside my organization**.

If you want to send the replies only to people in your contacts list, select **Send replies only to senders in my Contacts only**. Otherwise, let the default option selected (**Send replies to all external senders**).



7. Make sure you click on **save** before leaving the page. A warning will remind you to do so if you don't when you click on another page link.