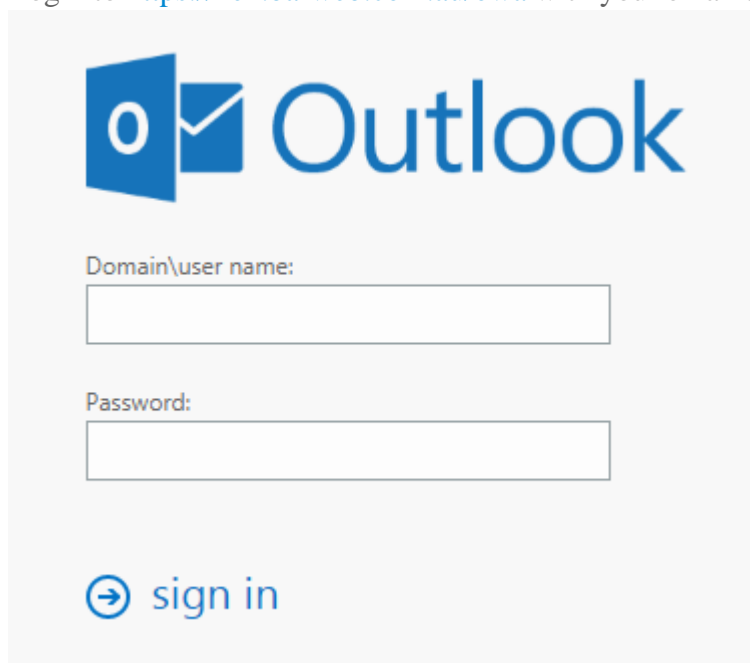


# Out of Office replies - Set via Webmail

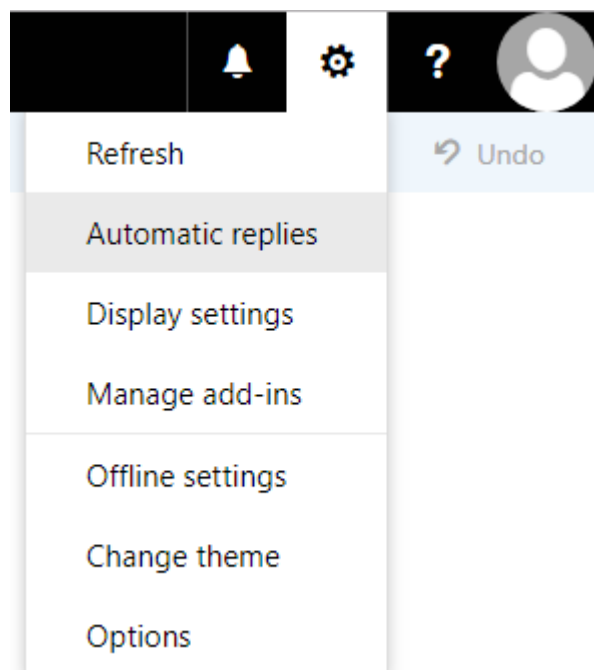


1. Log into <https://hex.barweb.com.au/owa> with your email account details



- 2.

Click the **cog icon** at the top right-hand side of the window, then click **Set automatic replies**.



3.

Click **Send automatic replies** to enable automatic replies

1.

If you wish to specify a time period, click **Send replies only during this time period:** and specify the

period below.

2.

Fill the text box below with the automatic reply you wish to be sent to *internal email addresses*.


## Automatic replies

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









☒ Send automatic replies

☒ Send replies only during this time period

Start time    ▼

End time    ▼

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

**B** **I** U         ▼

Thank you for your email.  
I am currently out of the office, but I will return Monday 8th August.

Regards  
A. Barrister

3.

If you only want senders in your contact list to receive automatic replies, click **Send replies only to**

, otherwise click **Send replies to all external senders**.

4.

Fill in the text box below with the automatic reply you wish to be sent to *external email addresses*. If








you want the reply to be identical for all senders, copy the text in the *internal* text box and paste it into

the *external* text box. Click **Send automatic reply messages to senders outside my organization** to

enable automatic replies to mail received from external email addresses.

- ☒ Send automatic reply messages to senders outside my organization
- ☐ Send replies only to senders in my Contact list
- ☒ Send automatic replies to all external senders

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

**B** **I** U **A****A** **A**<sup>↑</sup>       

Thank you for your email.  
I am currently out of the office, but I will return Monday 8th August.

Regards  
A. Barrister

## 5. Click **Save**

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Revision #1

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Updated Wed, Aug 21, 2019 3:39 AM by [Zachary Cash](#)