

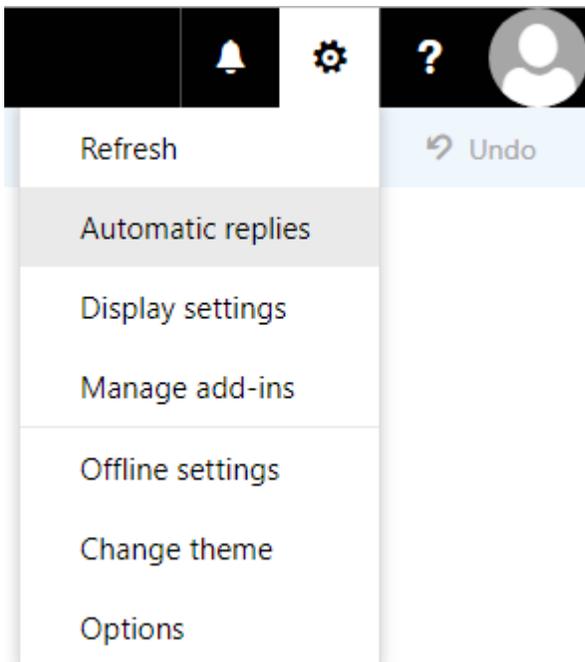
Out of Office replies - Set via Webmail

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.

, 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

