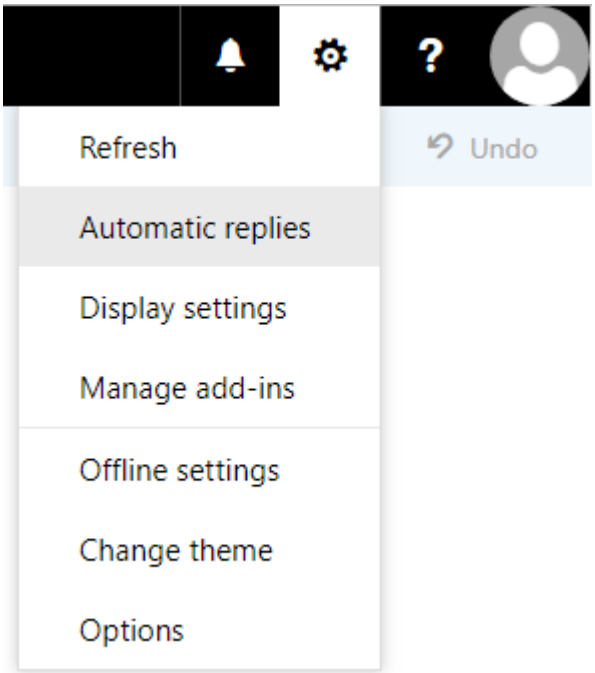
Out of Office replies - Set via Webmail

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.

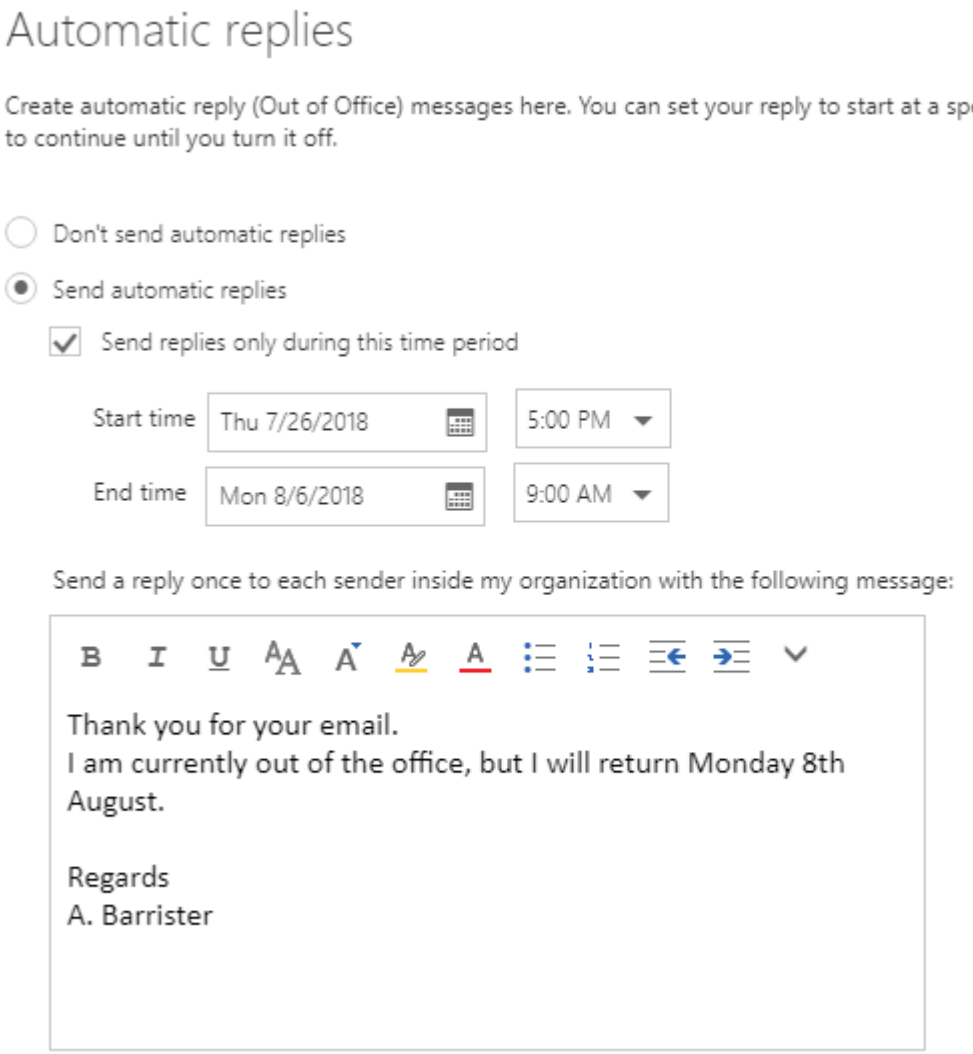
Click **Send automatic replies** to enable automatic replies

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*.



3.

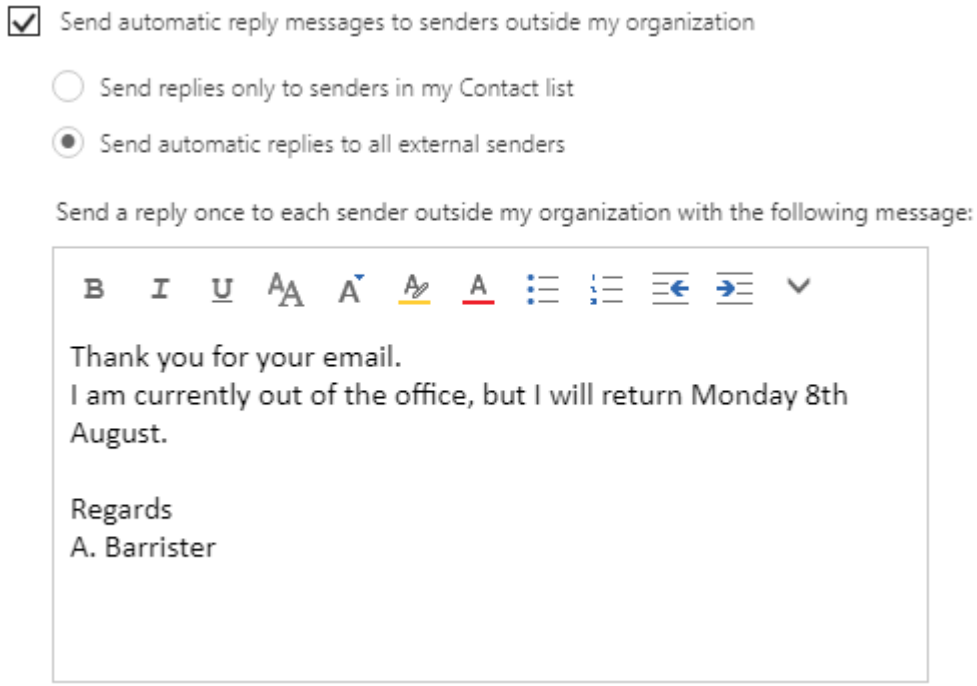
If you only want senders in your contact list to receive automatic replies, click **Send replies only to**

, 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.



5. Click **Save**

Revision #1

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