Out of Office replies - Set via Webmail

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

0 🗸	Outloo
Domain\user na	ime:
Password:	
⊖ sign i	'n

2.

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



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	Thu 7/26/2018	 5:00 PM	•
End time	Mon 8/6/2018	 9:00 AM	•

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



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:



5. Click Save

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