How to Set up an Out of Office Automatic Reply
For users of Outlook Web Access

1. After logging into your CGU email account, click on the link labeled “Options”, located near the top right corner of the web page.

2. Then click on the link labeled “Set Automatic Replies”, located on the right side of the web page.

3. Click on the circle labeled “Send automatic replies”, which results in a green dot appearing in the circle.

   If you do not want your automatic reply to send right away, then click on the box labeled “Send replies only during this time period”. Choose the dates and times you would like this reply to be sent out.

4. In the box below the dates, type the message you would like to be automatically sent out. Don’t forget to “sign” the email.
5. Scroll down the web page and make sure there is a green check in the box labeled “Send automatic reply messages to External Senders”. If there is no green check, then click in the box to place a green check in the box.

6. Type a message, or just copy and paste the same message you typed in the previous step.

7. When you are finished, click on the “Save” button located in the lower right corner of the web page.

*** When you return to your office, make sure you repeat steps 1 and 2. Then click in the circle labeled “Don’t send automatic replies” to turn off this feature.