Creating Email Auto Replies (Out of Office Message)  
Jefferson Exchange Online MAPI Email & Office 2011 for Mac


Once your JeffMail has been migrated to Microsoft Exchange Online, you will need to recreate your Out of Office messages in your Outlook 2011 email client.

1. Open Outlook 2011 for Mac

2. Select the Tools from the Menu at the top of the screen.

3. Then select Out of Office... from the drop-down menu.

4. The Out of Office Assistant window will appear. Choose Send Out of Office messages.

5. In the large text box below Reply to messages with:, compose your auto-reply message within the large text box.
6. Check the *I am out of the office between:* checkbox if you wish to set a start and end time for your automatic replies. For example, with this feature, an auto-reply message meant to be sent during a vacation can be composed and configured days or even weeks before the last day in the office before the vacation.

If an end date is set, it is not necessary to log in to the system when you return in order to disable the automatic reply. Automatic replies will be automatically disabled on the specified *End Time*.

![Image of the I am out of the office between: checkbox](image)

**IMPORTANT:** If you did not use the start and end dates feature, you will need to log back in to the system to disable the auto-reply message. They will *not* automatically disable once you have returned to work.

7. The lower section of the page contains options for Out of Office messages to be sent to *senders outside my company* or *Address Book contacts only*. Anyone *without* an *@jefferson.edu* email address is automatically considered “outside my company” by Exchange Online.

**IMPORTANT:** Because TJUH employees have *@jeffersonhospital.org* email addresses, Exchange Online would identify these email recipients as *senders outside my company*. Please consider this when creating your automatic reply messages.

If you wish to send an Out of Office message to senders outside the organization, this message must be entered in the second (lower) text box. You can copy and paste the message created in previous steps, or compose a different message.