How to set up Out of Office auto‐replies

1. Browse to http://email.curtin.edu.au (preferably using Internet Explorer)

   If prompted to log in, use your Staff OASIS credentials (eg 177358a & <password>) - depending upon the browser, you may need to append "@curtin.edu.au" to your username (eg 177358a@curtin.edu.au)

2. Click on the Settings cog (in the top right hand corner), and then click on "Automatic replies"

3. Click on "Send automatic replies"

   If you’re going to be away for a defined period, you may wish to tick “Send replies only during this time period”, choose the dates/times, and then the auto reply will start and stop at those pre-defined times – can be very handy!

4. In the "Send a reply once to each sender inside my organization with the following message:" box, type in the message you want people to receive when they email you:

   a. Example if you're on leave:
      Thank you for your email
      I am currently on leave and are scheduled to be back in the office on DD MMMM YYYY
      For urgent matters, please contact emailaddress@curtin.edu.au
      Otherwise I will respond to your email after I return
      Name

   b. Example if you're leaving Curtin:
      Thank you for your email
      As at 31 December 2014 I will no longer be working at Curtin
      If you wish to contact me, please email me at emailaddress@emailcompany.com
      Name

5. Tick "Send automatic reply messages to senders outside my organization"

6. It's up to you whether you choose "Send replies only to senders in my Contacts list" or "Send automatic replies to all external senders", but we recommend that if you are leaving Curtin, that you click on "Send automatic replies to all external senders" so all your contacts will receive the auto reply

7. Depending on the message you typed in the "inside my organization" box, you may want to copy and paste the same message in the "Send a reply once to each sender outside my organization with the following message:" box

8. Click "SAVE"

If you need any assistance, contact the CITS Service Desk:
Web: http://cits.curtin.edu.au/support | Phone: (9266) 9000 | Bentley Campus: 200B | Email: service.desk@curtin.edu.au

Note: These instructions were accurate during February 2015, but as this is a web browser application, Microsoft can change the icons, locations, etc - things may appear slightly different...