


Outlook Web Access Settings – Mail Options

This is only a brief introduction to some of the more common options people choose.

When you click the gear icon  in the upper right you will have access to the settings you can manipulate. Scroll to the bottom of the menu and select **Options**. The menu pictured below will appear on the left side of your screen. As you edit each section, make sure you Hit OK before closing the window. This saves your changes.

Automatic replies - Shown Next Page

Message options

After moving or deleting an item Return to the view

- Play a sound when new items arrive
- Display a notification when a new email message arrives
- Empty the Deleted Items folder when I sign out

Reply settings

Make my default response:

- Reply
- Reply all

Email signature

- Automatically include my signature on new messages I compose
- Automatically include my signature on messages I forward or reply to

Message format

- Always show Bcc
- Always show From

Compose messages in this format: HTML

Message font

Calibri	12	B	<i>I</i>	<u>U</u>	<u>A</u>
Sample text					

Options

- Shortcuts
 - General
 - Mail
 - Automatic processing
 - Automatic replies
 - Inbox and sweep rules
 - Junk email reporting
 - Mark as read
 - Message options
 - Read receipts
 - Reply settings
 - Accounts
 - Block or allow
 - POP and IMAP
 - Layout
 - Conversations
 - Email signature
 - Link preview
 - Message format
 - Message list
 - Reading pane

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

End time

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

B **I** U **A****A** **A** ~~A~~ A **A**     






I will be out of the office until Monday July 31.

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:

B **I** U **A****A** **A** ~~A~~ A **A**     

Be careful with use of this as it may go to large groups of people if you are on a list serve.