![Northern Health Region logo] **Outlook Webmail: How to Set Out of Office Reply**

As per policy *AD-02-60 Email Use: Non-Patient Related*, employees are to notify others of their absence via the "Out-of-Office" email setting as opposed to mass emailing a large group. Automatic replies can be set from any computer with Internet access either inside or outside a NHR facility.

Log into Outlook Webmail at https://webmail.manitoba-ehealth.ca/

Click on OPTIONS in the right hand side of the screen.
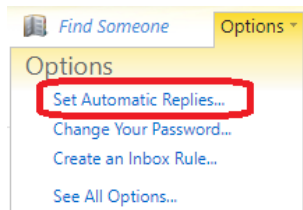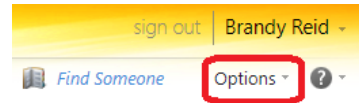
Select SET AUTOMATIC REPLIES from the drop down menu.

On the next screen:

- Click on radio button next to "SEND AUTOMATIC REPLIES"
- If only wanting to set replies during a specific period of time, complete the section highlighted in purple
- Type your out-of-office message in the box (Note: your signature will not be included, you may want to add those details)
- Send the message to both those inside and outside of the NHR. Scroll down and enter the message in the second box
- Click the SAVE button in the bottom right corner of the page. ✓ Save

- Note: When the time period for your automatic reply has lapsed, no further automatic replies will be sent. No action is needed to reset it back to normal.