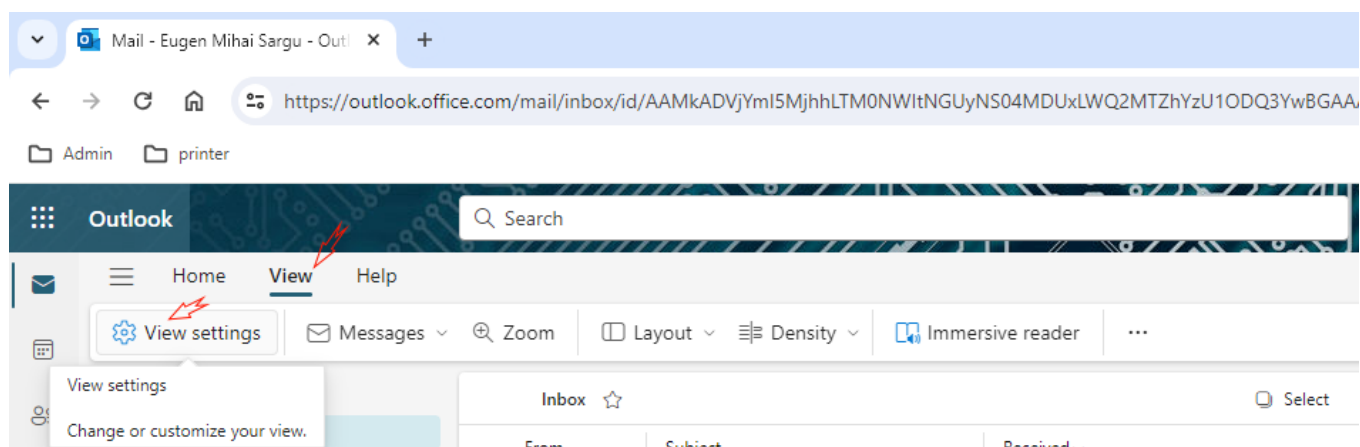


Cum să adaugi mesaj de Out of Office în Outlook

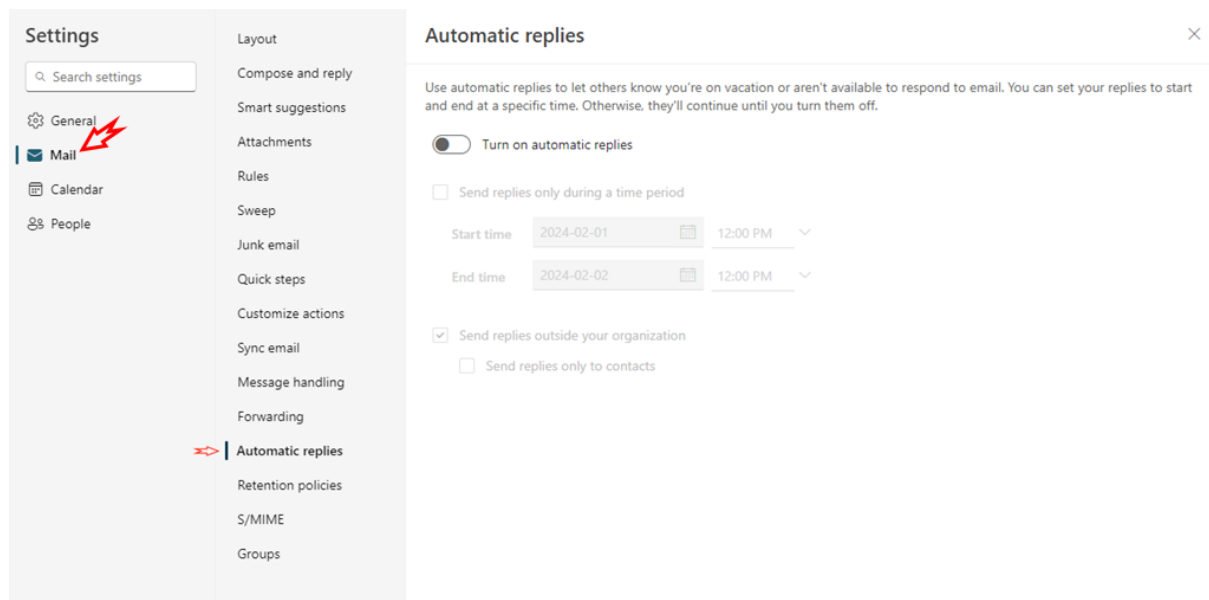
Mesajul de Out of Office îl poți adăuga atât folosind interfața Web cât și aplicația desktop. O dată adăugat mesajul într-una dintre variante (web sau desktop) acesta va fi disponibil pentru ambele situații (web sau desktop).

În interfața Web de Outlook.

Selectează tabul **View**, apoi **View settings**.



În următoarea fereastră, selectează **Mail** urmat de **Automatic replies**.



Selectează butonul **Turn on automatic replies**.

Automatic replies



Use automatic replies to let others know you're on vacation or aren't available to respond to email. You can set your replies to start and end at a specific time. Otherwise, they'll continue until you turn them off.

☒ Automatic replies on

☐ Send replies only during a time period

Start time 2024-02-01 12:00 PM

End time 2024-02-02 12:00 PM

Send automatic replies inside your organization

Rich text editor toolbar and content area for internal replies.

☒ Send replies outside your organization

☐ Send replies only to contacts

Rich text editor toolbar and content area for external replies.

Save

Discard

Pentru a seta perioada de trimitere a mesajului de Out of Office, bifează opțiunea **Send replies only during a time period**.

Settings

Search settings

General

Mail

Calendar

People

Layout

Compose and reply

Smart suggestions

Attachments

Rules

Sweep

Junk email

Quick steps

Customize actions

Sync email

Message handling

Forwarding

Automatic replies

Retention policies

S/MIME

Groups

Automatic replies

Use automatic replies to let others know you're on vacation or aren't available to respond to email. You can set your replies to start and end at a specific time. Otherwise, they'll continue until you turn them off.

Automatic replies on

Send replies only during a time period

Start time

2024-02-01

2:00 PM

End time

2024-02-02

4:00 PM

☐ Block my calendar for this period

☐ Automatically decline new invitations for events that occur during this period

☐ Decline and cancel my meetings during this period

Send automatic replies inside your organization

Rich text editor toolbar

Thank you for your message.

I am out of the office until 26th of June, and I will gladly answer your email then.
For urgent requests, please contact our desk at the following No. +40-21-224 66 00

Kind regards,
Prenume Nume

☐ Send replies outside your organization

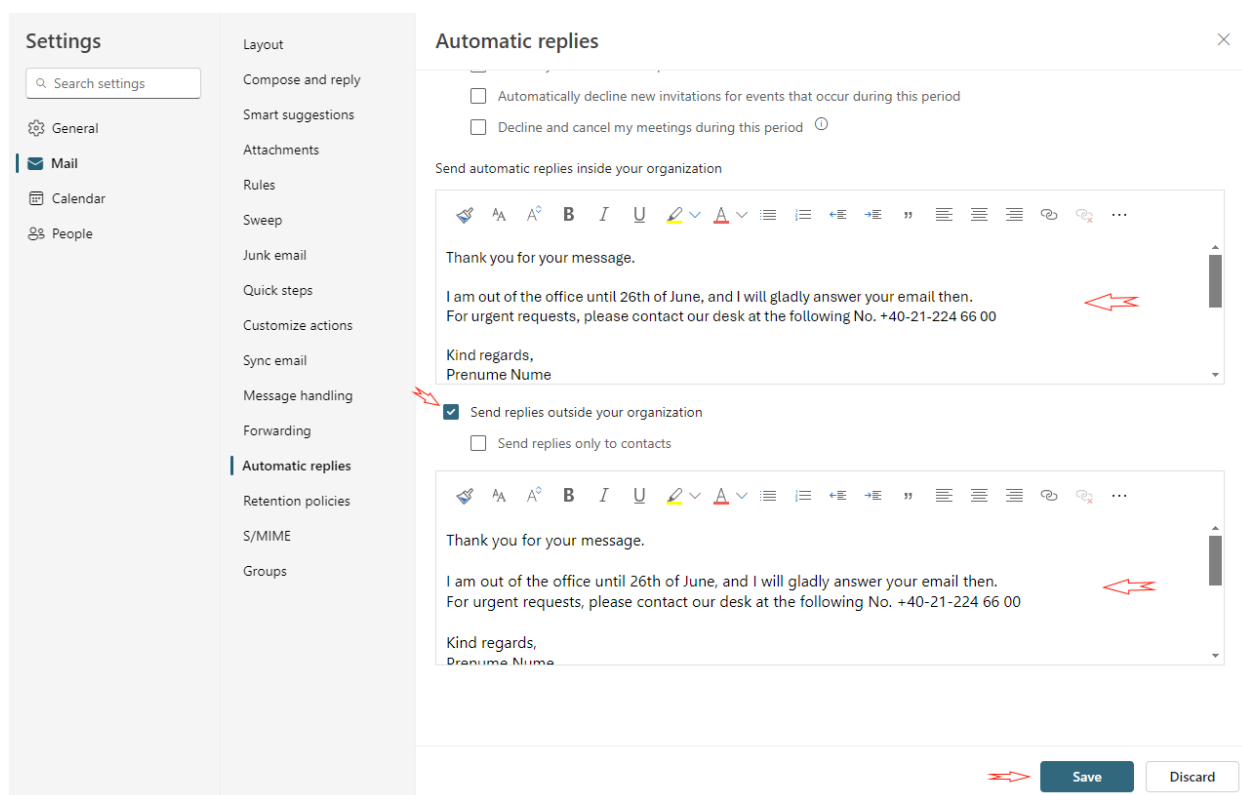
☐ Send replies only to contacts

Save

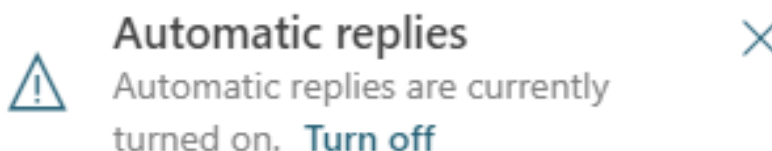
Discard

În prima casetă de text introdu mesajul de Out of Office.

Bifează apoi opțiunea **Send replies outside my organization** și introdu același mesaj pentru a trimite și către persoanele din afara organizației.

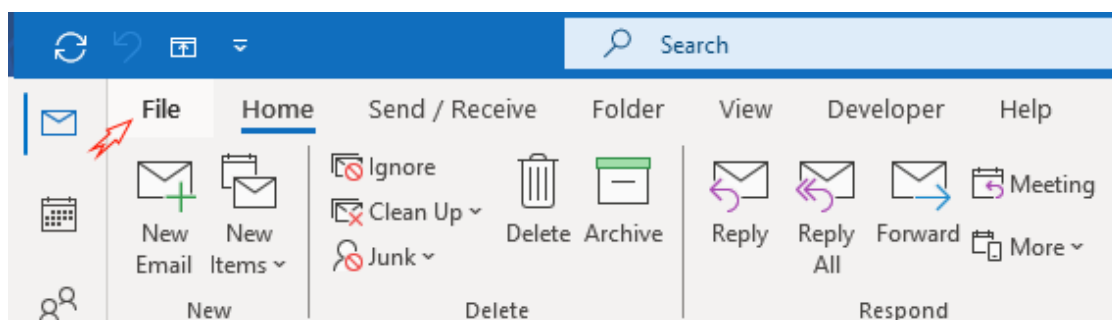


La sfârșit apasă pe **Save**, după care va apărea o notificare de informare.

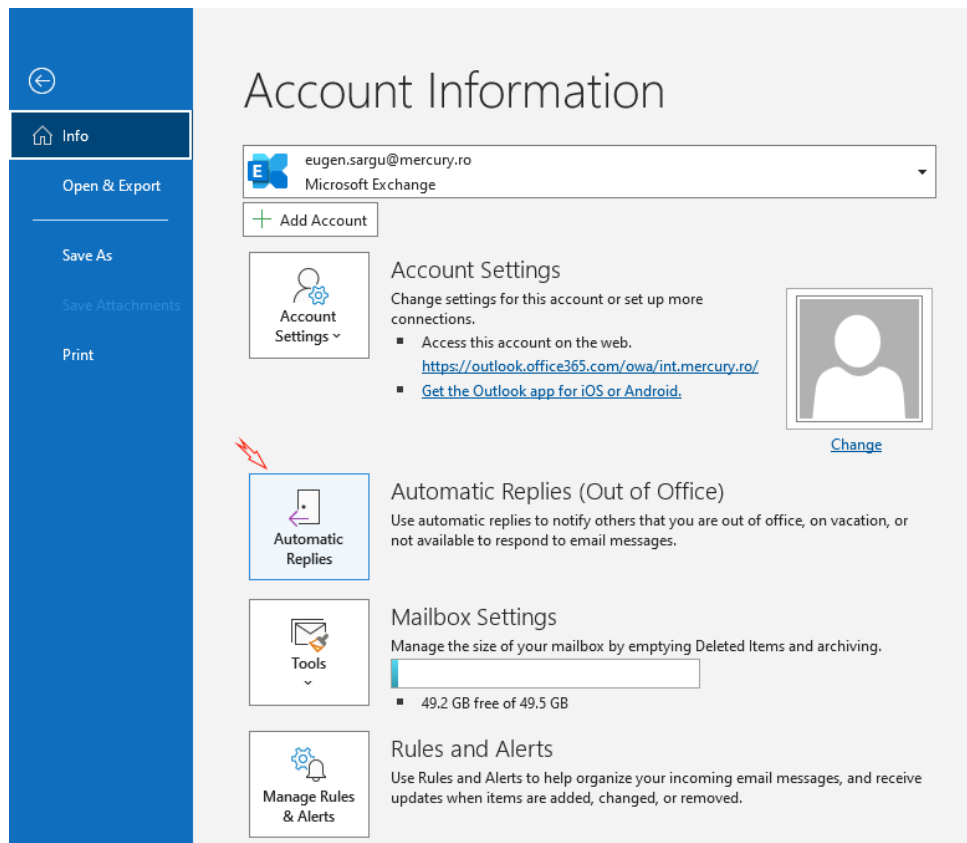


În aplicația de desktop.

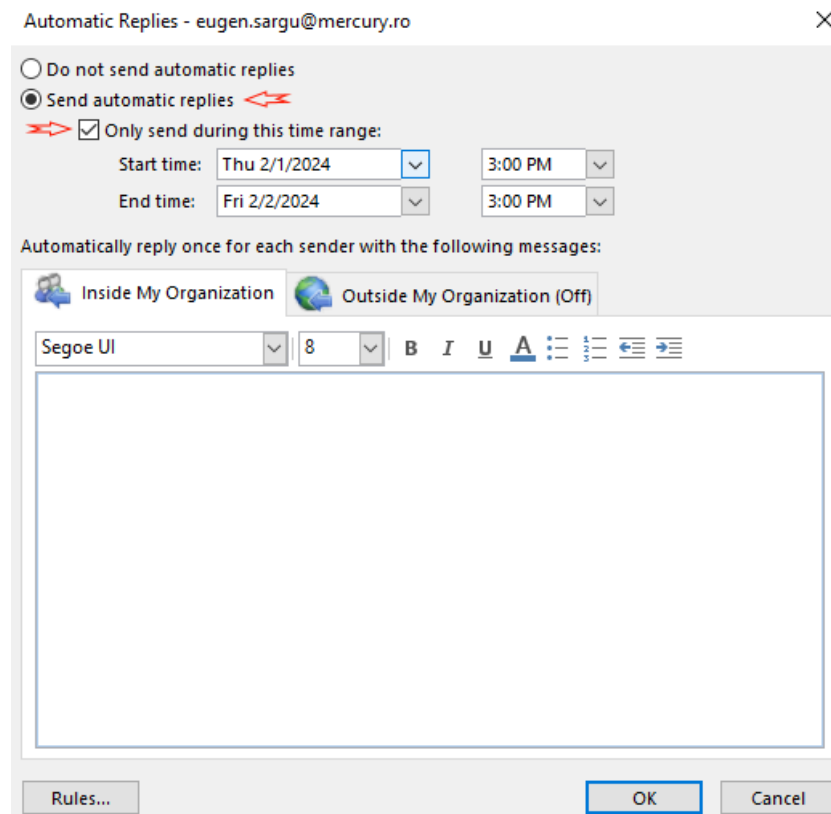
Apasă pe tabul **File**.



Apoi la secțiunea **Info** selectezi butonul **Automatic Replies**.



În următoarea fereastră bifează opțiunile **Send automatic replies** și **Only send during this time range** și setează perioada pentru **Start Time** și la **End time**.



Mai jos, în taburile *Inside My Organization* și *Outside My Organization* introdu mesajul de Out of Office.

Automatic Replies - eugen.sargu@mercury.ro

☐ Do not send automatic replies
☒ Send automatic replies

☒ Only send during this time range:

Start time: Thu 2/1/2024 3:00 PM
End time: Fri 2/2/2024 4:00 PM

Automatically reply once for each sender with the following messages:

 Inside My Organization  Outside My Organization (Off)

Verdana 11 B I U A

Thank you for your message.

I am out of the office until 26th of June, and I will gladly answer your email then.
For urgent requests, please contact our desk at the following No. +40-21-224 66 00

Kind regards,
Prenume Nume

Mulțumesc pentru mesaj.

Până pe data de 26 Iunie nu sunt la birou.

Rules... OK Cancel

În tabul *Outside My Organization* trebuie bifată opțiunea **Auto-reply to people outside my organization** pentru a introduce mesajul.

Automatic Replies - eugen.sargu@mercury.ro

☐ Do not send automatic replies
☒ Send automatic replies

☒ Only send during this time range:

Start time: Thu 2/1/2024 3:00 PM
End time: Fri 2/2/2024 4:00 PM

Automatically reply once for each sender with the following messages:

 Inside My Organization  Outside My Organization (On)

☒ Auto-reply to people outside my organization
☐ My Contacts only ☒ Anyone outside my organization

Verdana 11 B I U A

Thank you for your message.

I am out of the office until 26th of June, and I will gladly answer your email then.
For urgent requests, please contact our desk at the following No. +40-21-224 66 00

Kind regards,
Prenume Nume

Mulțumesc pentru mesaj.

Rules... OK Cancel

La final apasă pe **OK**.

Account Information

eugen.sargu@mercury.ro
Microsoft Exchange

+ Add Account

Account Settings

Change settings for this account or set up more connections.

- Access this account on the web.
<https://outlook.office365.com/owa/int.mercury.ro/>
- Get the Outlook app for iOS or Android.

Automatic Replies (Out of Office)

Use automatic replies to notify others that you are out of office, on vacation, or not available to respond to email messages.

- Automatic replies are being sent.

Turn off

Mailbox Settings

Manage the size of your mailbox by emptying Deleted Items and archiving.

49.2 GB free of 49.5 GB

Chenarul de culoare galbenă indică faptul că funcția *Automatic Replies* este activă.

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Exemplele de mesaje Out of Office se găsesc la următorul link:

<https://app1.int.mercury.ro/help/outofoffice.php>