Outlook Web App

Configuring and Managing Mailbox Rules for a Departmental Mailbox
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Configure and Manage Mailbox Rules

It is recommended you use the webmail to create mailboxes rule on a departmental mailbox. To access the mailbox on the webmail, you need to have full access to the mailbox. Full access is only granted by IT. If you are not sure what level of access you have, please contact the Service Desk at 305-284-6565.

Create a Rule

1. In a web browser, go to http://email.miami.edu and provide your caneID and password.
2. Click your picture/avatar in the upper right-hand corner and select Open another mailbox....
3. Type in the name of the mailbox and press the Enter key on your keyboard.
4. The name should resolve. Click **Open**.
5. The mailbox will appear in a new window or tab.

Open another mailbox

[ ]

Open  Cancel
6. At the top right of the page, select the **gear icon**, and type "Inbox Rules" in the search field that appears.

7. Select **Inbox rules** from the search results. You will be taken to rules for that mailbox.
8. Click the **plus sign** to create a new rule.
9. Configure the rule.
10. Click **OK** to save the rule and then click **Save** at the top of the list of rules
Edit a Rule

1. In the mailbox rules window, select the rule you would like to edit.
2. Click the pencil icon at the top of the list and make your desired changes.
3. Click OK when done.
Delete a Rule

1. In the mailbox rules window, select the rule you would like to edit.
2. Click the trashcan icon at the top of the list to delete the rule.
3. If you just want to turn the rule off for a while, remove the check mark next to the rule.

4. Click Save to save the deletion.
Configure an Out of Office Message on a Dept. Mailbox

Webmail is the recommended method for configuring an Out of Office message on a departmental mailbox. Each correspondent will only receive your out of office response once per day.

Configure Out of Office Message

1. In a web browser, go to http://email.miami.edu and provide your caneID and password.
2. Click your picture/avatar in the upper right-hand corner and select Open another mailbox...."
3. Type in the name of the mailbox and press the Enter key on your keyboard.
4. The name should resolve. Click Open.
5. The mailbox will appear in a new window or tab.
6. At the top right of the page, select the **gear icon**, and click **Automatic replies** from the list that appears.
7. At the top of the screen, click **Send automatic replies**.
   a. If needed, set the start and end time for automatic replies to be sent by ticking the **Send replies only during this time period box and filling in the dates and times of your choice** box and filling in the dates and times of your choice.
   b. Unless you have set an end time, your out of office message will be sent indefinitely until you turn it off.
8. Enter your message in the “Send a reply once to each sender inside my organization with the following message” box.
9. The “**Send automatic reply messages to senders outside my organization**” box is checked by default. Enter your desired message in the “Send a reply once to each sender outside my organization with the following message” box.
10. When you have finished, click **OK**.
**Edit an Out of Office Message**

1. On the Out of Office page, click inside the message you would like to change.
2. Enter your desired changes.
3. Click **OK** when done.

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**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.

- [x] Don't send automatic replies
- [x] Send automatic replies
  - [ ] Send replies only during this time period

- Start time: Mon 1/13/2017 5:00 PM
- End time: Tue 1/14/2017 5:00 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 a reply once to each sender inside my organization with the following message:

This is an automatic reply test.

- [x] Send automatic reply messages to senders outside my organization
- [ ] Send replies only to senders in my Contact list
- [x] Send automatic replies to all external senders

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

This is an automatic reply test.
Turn Off Out of Office Message

1. On the Out of Office page, click **Don't send automatic replies**.
2. Click **OK** when done.