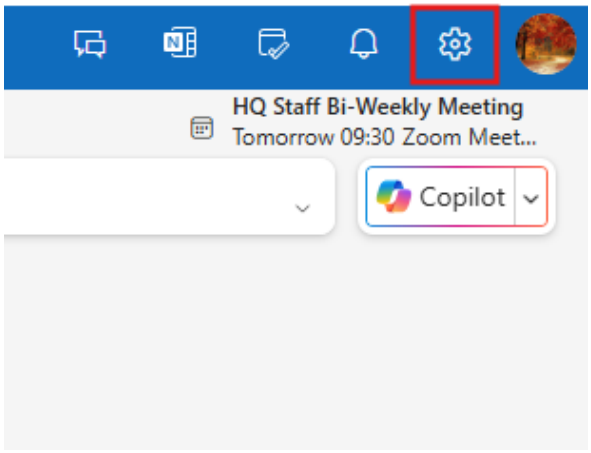
Change Auto-Reply or Out of Office Reply

Updated: 10/21/2025

If your phone/tablet is connected to email, you can set this on there. Since there are many types of phones and the settings are different, I cannot put them all here. Almost all start in the mail settings area and look for automatic reply or out of office. If you cannot find it, then continue below which also works on phones and tablets.

From your computer or phone:

1. Log into webmail and click on the gear icon to the right, then click on “Account” > “**Automatic replies**”.



2. (*1*) - Turn on the automatic reply by selecting "**Automatic replies on**".
3. (2) – Check the box to set a time period.
4. (*3*) – Set the time you want to start and the time you want to end.
5. (4) - Enter your message in the box. The first box here is for all people that send to you from their @kkg.org account.
6. (5) – Optional: *If you want to auto reply to all emails that **are not @kkg.org**. Check the box for "**Send replies outside my organization**".*
7. (5) – Optional: *Select whether you want to reply only to people in your contacts or from everyone. Reason why this exists is you will reply to spam.*
8. (6) – Optional: *Enter your message in the box. The second box here is for all other people. Ones that are not @kkg.org.*
9. (7) - Click "**Save**" once you are done.

