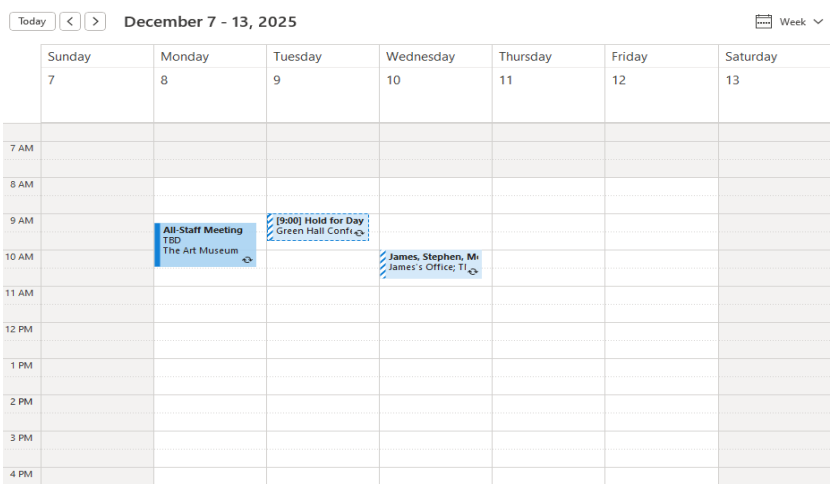
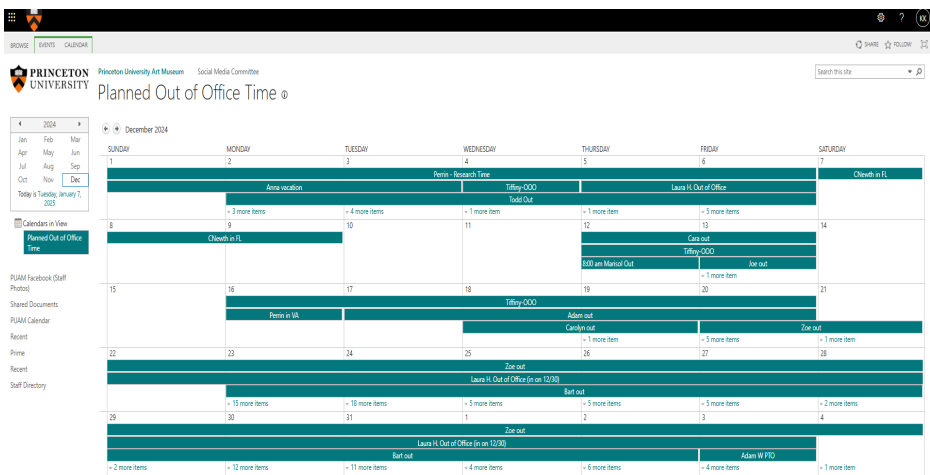


Out Of Office – From SharePoint to Outlook

Given the growth of the Museum Staff, we will start using Outlook to notify colleagues of planned time out of the office



Out Of Office – Notifying Your Team

Create an Outlook Invitation to let your coworkers know when you will be out of the office



Steps

1. Name your invitation
2. Invite key people you work with (i.e., your manager, your team, those you work with frequently)
3. Select the Start and End time of your time out of the office. Be sure to select the “All day” option.
4. Be sure to make it “Free”

The screenshot shows the Outlook 'Invited Event' window. The title bar indicates 'Kristin OOO - Invited Event'. The ribbon includes 'File', 'Invited Event', 'Scheduling Assistant', 'Insert', 'Draw', 'Format Text', 'Review', and 'Help'. The 'Invited Event' tab is active, showing a 'Schedule a Meeting' button, a 'Skype Meeting' button, a 'Teams Meeting' dropdown, and a 'Free' status dropdown (annotated with a circled 4). A '18 hours' duration is set. Below the ribbon, a message states 'You haven't sent this meeting invitation yet.' The 'Send' button is on the left. The 'From' field is 'kkenny@princeton.edu'. The 'Title' field is 'Kristin OOO' (annotated with a circled 1). The 'Required' field contains 'James Steward; Corinna Storino; Christine E. Minerva;' (annotated with a circled 2). The 'Optional' field is empty. The 'Start time' field is 'Mon 6/15/2026 12:00 AM Eastern Time (US & Cana)' with 'All day' and 'Time zones' checked (annotated with a circled 3). The 'End time' field is 'Fri 6/19/2026 12:00 AM Eastern Time (US & Cana)' with a 'Make Recurring' link. The 'Location' field is empty. A 'Room Finder' button is in the bottom right.

Out Of Office – Notifying Your Team

The message will then appear as a banner on the calendar for those you invited, easily notifying and reminding them that you will be Out of the Office.

Today < > June 14 - 20, 2026  Week 

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	14	15	16	17	18	19	20
		Kristin 000; Kristin E. Kenny					
5 AM							
6 AM							
7 AM							
8 AM							
9 AM							

Out Of Office – Blocking Off Your Calendar

You also need to block off your calendar to indicate “Out Of Office” so people cannot schedule meetings with you while you are out.

Steps

1. Create another invitation. Invite only yourself
2. Select the Start and End time of your time out of the office. Be sure to select the “All day” option.
3. Select “Out of Office” status so your day is marked as “unavailable”

The screenshot shows the 'Out of Office - Invited Event' window in Microsoft Outlook. The interface includes a ribbon with tabs: File, Invited Event, Scheduling Assistant, Insert, Draw, Format Text, Review, and Help. The 'Invited Event' tab is active, and the 'Out of...' status is selected in the ribbon. The form contains the following fields and options:

- From:** kkenny@princeton.edu
- Title:** Out of Office
- Required:** Kristin E. Kenny; (highlighted with a red box and a red circle with the number 1)
- Optional:** (empty)
- Start time:** Sun 1/4/2026, 12:00 AM, Eastern Time (US & Cana) (highlighted with a red box and a red circle with the number 2)
- End time:** Sat 1/10/2026, 12:00 AM, Eastern Time (US & Cana) (highlighted with a red box and a red circle with the number 2)
- Location:** (empty)
- Options:** ☒ All day, ☒ Time zones, [Make Recurring](#)
- Room Finder:** (link)

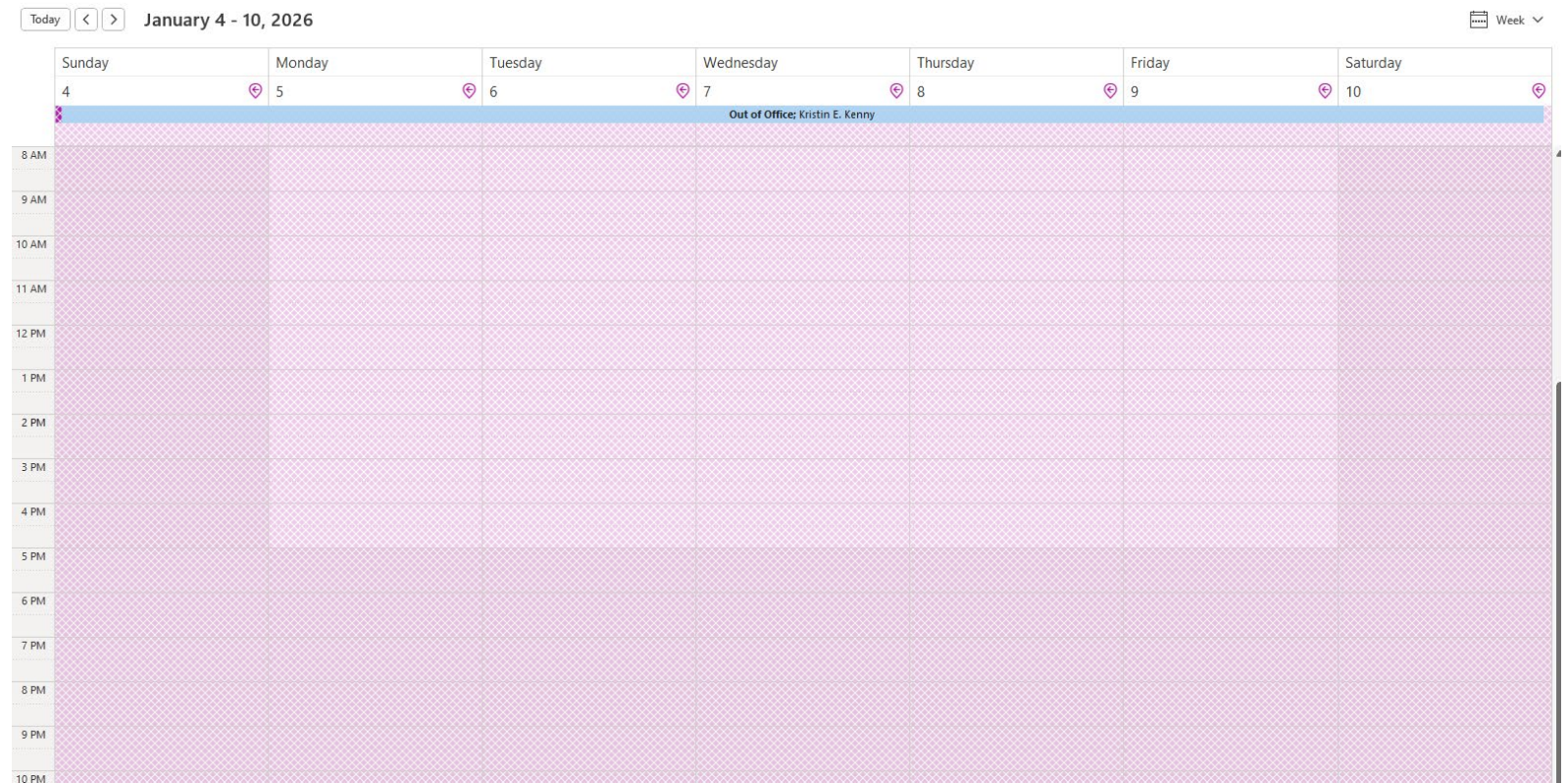
Numbered callouts in the image:

- 1: Points to the 'Required' field containing 'Kristin E. Kenny;'.
- 2: Points to the 'Start time' and 'End time' fields.
- 3: Points to the 'Out of...' status in the ribbon.

Out Of Office – Blocking Off Your Calendar

Once you send the invitation to yourself, your time will be blocked off.

This helps your coworkers know when you will be out of the office, as they will not be able to schedule any meetings with you.



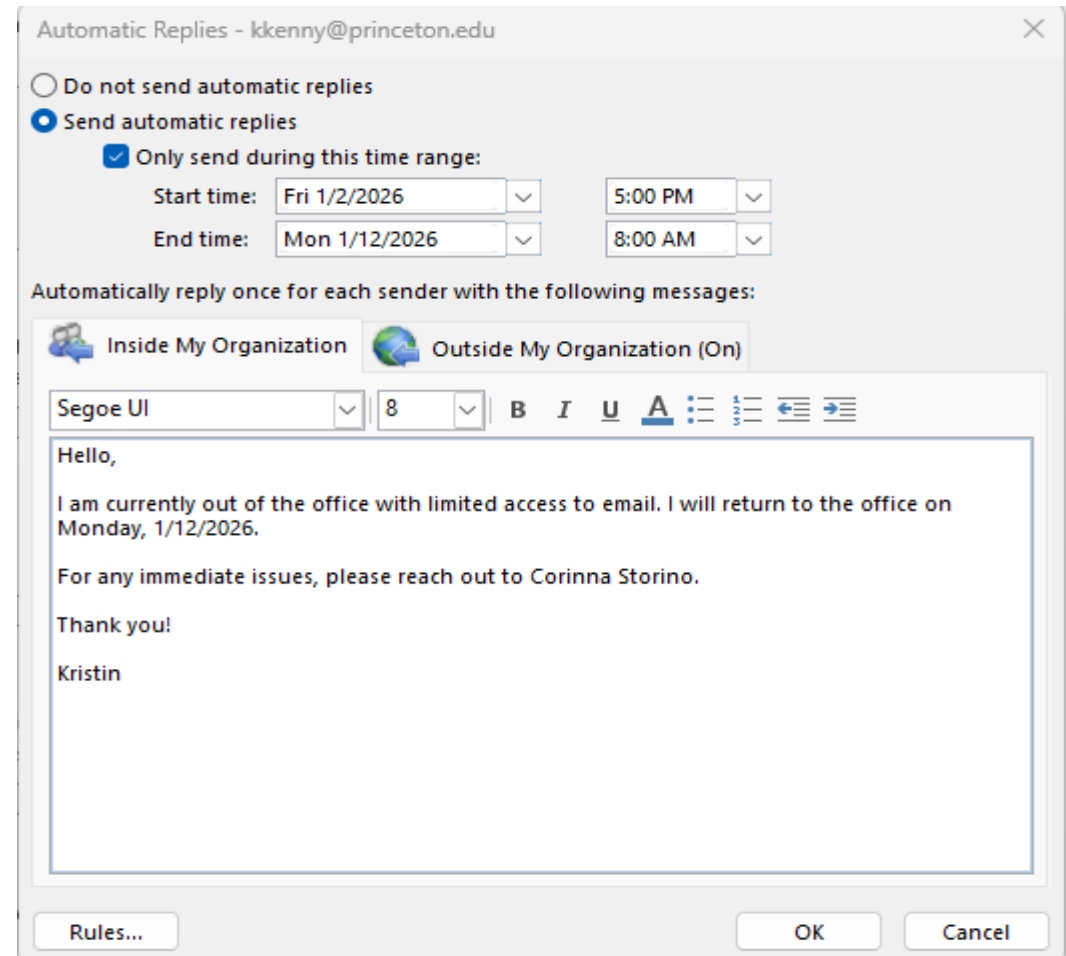
Out Of Office – Automatic Reply

Finally, you will need to create an out of office automatic reply.

This is the message that is sent to anyone who emails you while you are out of the office.

To do this:

- Go to **File** (in the top left-hand corner of Outlook)
- Select **Automatic Replies (Out of Office)**
- Select the date range you will be out of the office. Be sure to provide a phone number or who they should reach out to while you are away.



The screenshot shows the 'Automatic Replies' dialog box for the email address 'kkenny@princeton.edu'. The 'Send automatic replies' option is selected. A time range is specified from 'Fri 1/2/2026 5:00 PM' to 'Mon 1/12/2026 8:00 AM'. The 'Automatically reply once for each sender with the following messages:' section is active, showing two tabs: 'Inside My Organization' and 'Outside My Organization (On)'. The 'Outside My Organization' tab is selected, displaying a message template. The message text is: 'Hello, I am currently out of the office with limited access to email. I will return to the office on Monday, 1/12/2026. For any immediate issues, please reach out to Corinna Storino. Thank you! Kristin'. The dialog box has 'Rules...', 'OK', and 'Cancel' buttons at the bottom.

Automatic Replies - kkenny@princeton.edu

☐ Do not send automatic replies
☒ Send automatic replies

☒ Only send during this time range:

Start time: Fri 1/2/2026 5:00 PM
End time: Mon 1/12/2026 8:00 AM

Automatically reply once for each sender with the following messages:

Inside My Organization Outside My Organization (On)

Segoe UI 8 B I U A

Hello,
I am currently out of the office with limited access to email. I will return to the office on Monday, 1/12/2026.
For any immediate issues, please reach out to Corinna Storino.
Thank you!
Kristin

Rules... OK Cancel