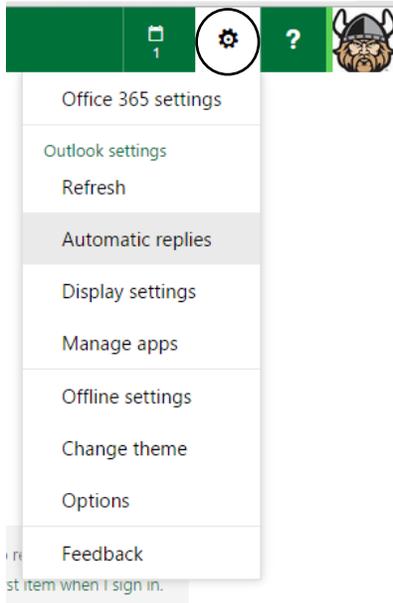




Set automatic reply

- 1) Select settings (gear icon in upper right corner) and then “set automatic replies”





- To turn the automatic replies off, select “don’t send automatic replies” and select “save”; to turn on the automatic replies, select “send automatic replies”, set a date range if replies are to go out during a specific time period. Once that end date is reached, the replies will automatically cease. Set the text of the reply and select “save”.

Office 365 Outlook

Options

SHORTCUTS

- GENERAL
- MAIL
 - Automatic processing
 - Automatic replies**
 - Clutter
 - Inbox rules
 - Junk email reporting
 - Mark as read
 - Message options
 - Read receipts
 - Retention policies
 - Accounts
 - Layout
- CALENDAR
- PEOPLE
- OTHER

SAVE DISCARD

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.

Don't send automatic replies

Send automatic replies

Send replies only during this time period

Start time: Wed 3/4/2015 1:00 PM

End time: Thu 3/5/2015 1:00 PM

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

Calibri 12 B I U [calendar icon] [dropdown arrow]

enter auto reply information here

Send automatic reply messages to senders outside my organization

Send replies only to senders in my Contacts list

Send automatic replies to all external senders

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

Calibri 12 B I U [calendar icon] [dropdown arrow]