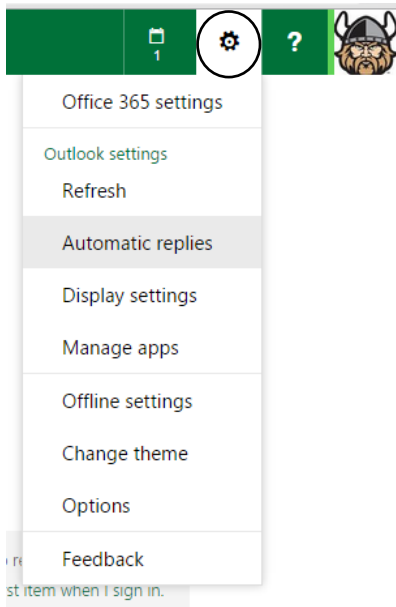


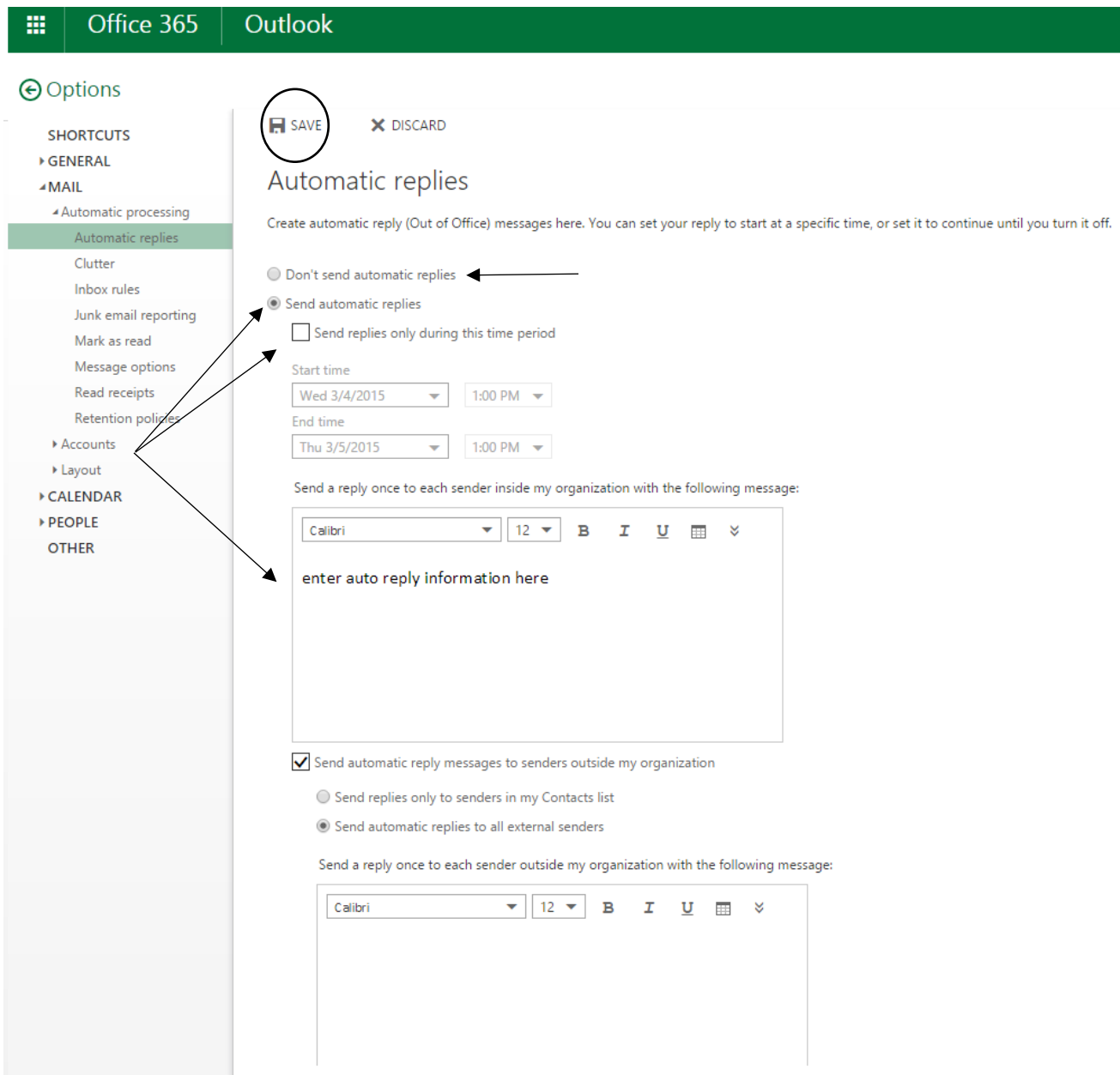


## Set automatic reply

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



- 2) 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

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