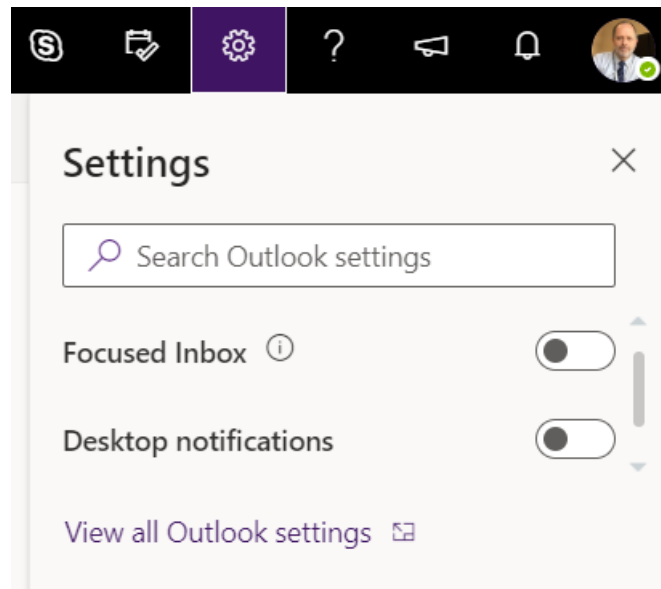


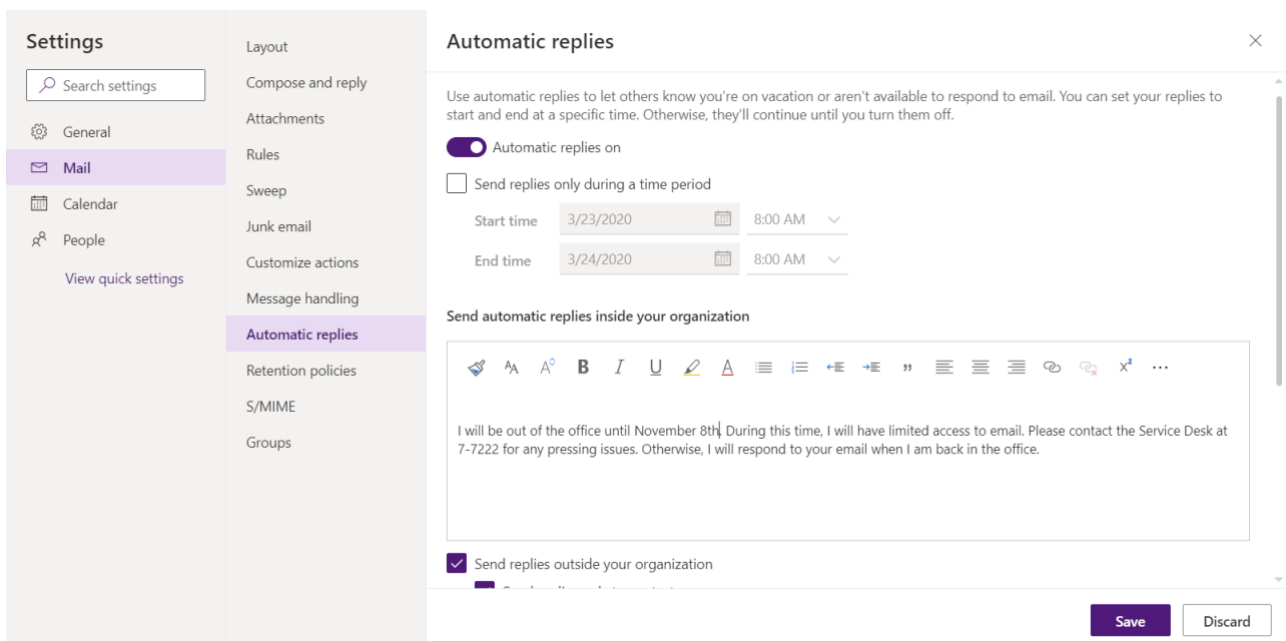
Setting an “Out of the Office” message in Office 365 and Outlook

Using the Office 365 Portal

1. Log into your mailbox by going to outlook.office365.com
2. On the menu bar on the right-hand side, click on the gear icon and then click “**View all Outlook settings**”.



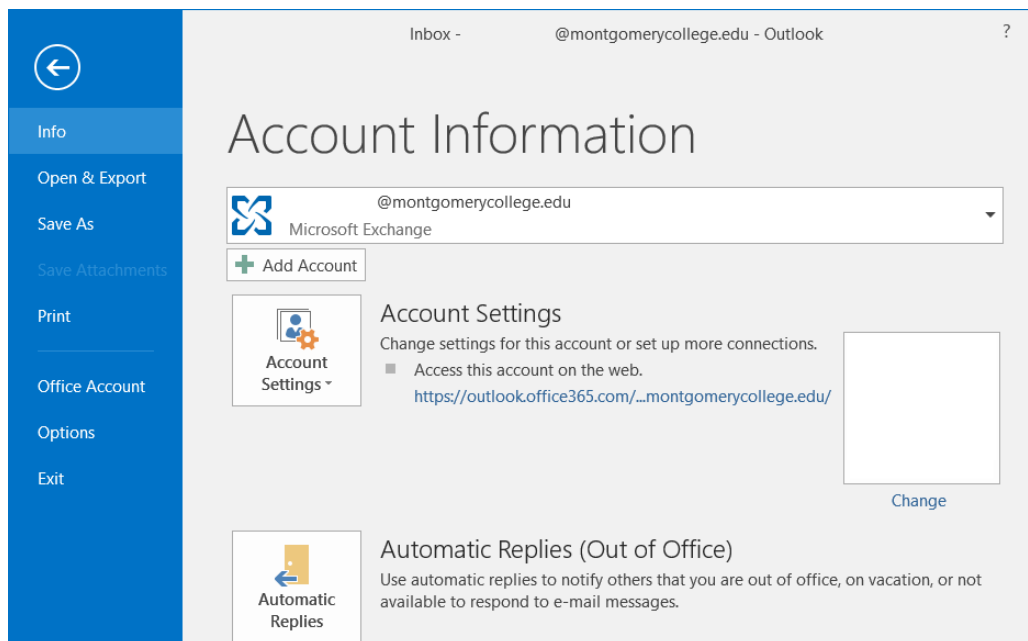
3. Select “Automatic replies” and slide the option to enable “Automatic replies on”.



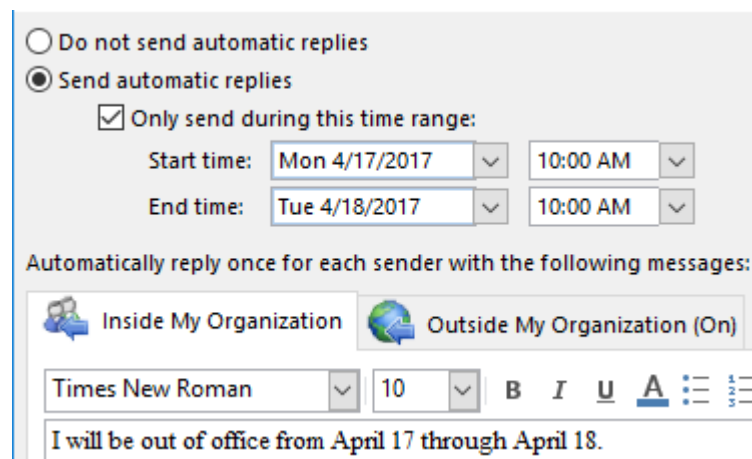
4. Enter in your desired automatic reply message. You can also select “Send replies only during this time period” and then set the start and end times if you would like a specific timeframe.
5. Optionally, if you would also like your automatic replies to be sent to people outside your organization, select “Send automatic reply messages to senders outside my organization” and then type the response you want to send while you are out of the office.
6. Click **Save** when you are finished.

Using the Outlook Client for Windows

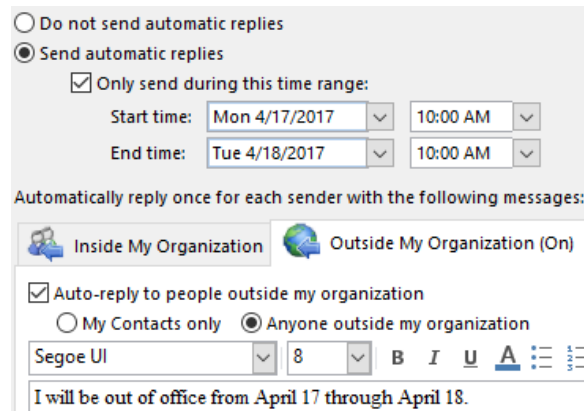
1. Open Outlook.
2. Click on the **File** tab in the upper left-hand corner, and then select **Automatic Replies (Out of Office)** on the next screen.



3. Select “Send automatic replies”.
4. Enter in your desired automatic reply message. You can also select “Only send during this time range:” and then set your start and end times if you would like a specific timeframe.



- Optionally, if you would like your automatic replies to be sent to people outside your organization, select the **Outside My Organization (On)** tab and then type the response you want to send while you are out of the office.



Do not send automatic replies

Send automatic replies

Only send during this time range:

Start time: Mon 4/17/2017 10:00 AM

End time: Tue 4/18/2017 10:00 AM

Automatically reply once for each sender with the following messages:

Inside My Organization Outside My Organization (On)

Auto-reply to people outside my organization

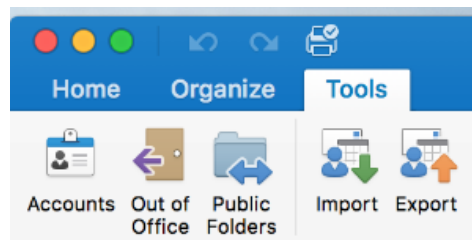
My Contacts only Anyone outside my organization

Segoe UI 8 B I U A

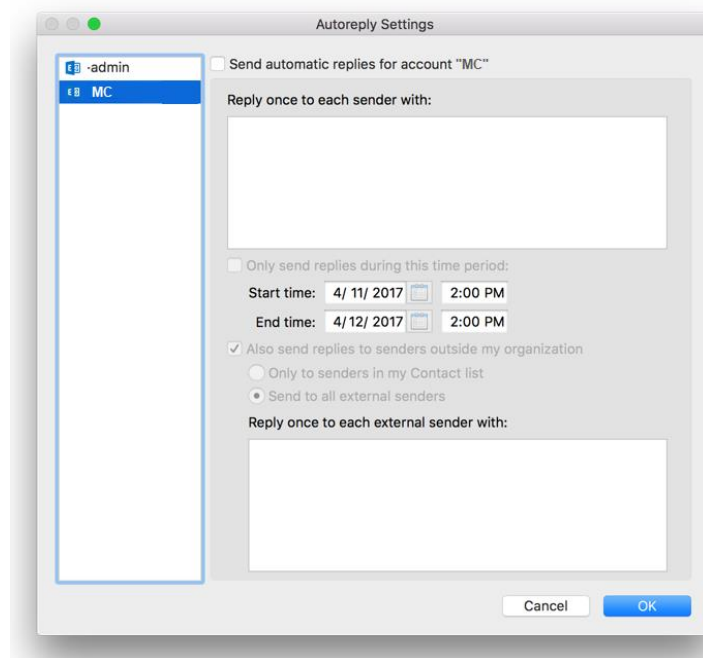
I will be out of office from April 17 through April 18.

Using the Outlook Client for Mac

- Open Outlook.
- From the Outlook client select **Tools -> Out of Office**



- Select your account on the left hand side.



Autoreply Settings

Send automatic replies for account "MC"

Reply once to each sender with:

Only send replies during this time period:

Start time: 4/11/2017 2:00 PM

End time: 4/12/2017 2:00 PM

Also send replies to senders outside my organization

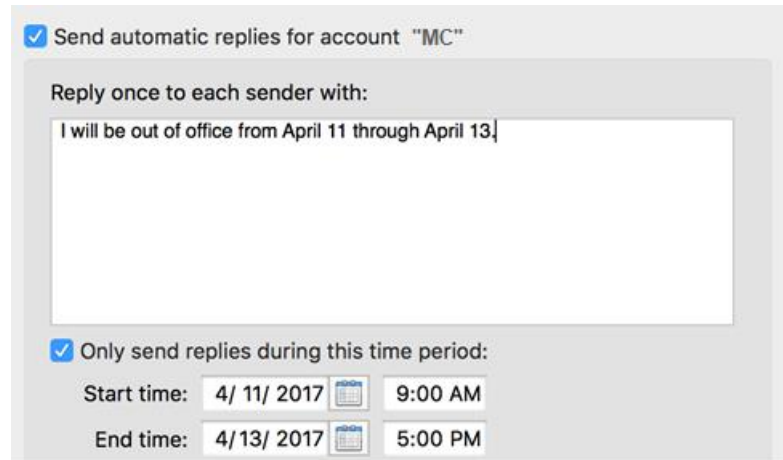
Only to senders in my Contact list

Send to all external senders

Reply once to each external sender with:

Cancel OK

4. Check "Send automatic replies for account MC".
5. Enter in your desired automatic reply message. Select "Only send replies during this time period:" and set the start and end times if you would like a specific timeframe.



Send automatic replies for account "MC"

Reply once to each sender with:

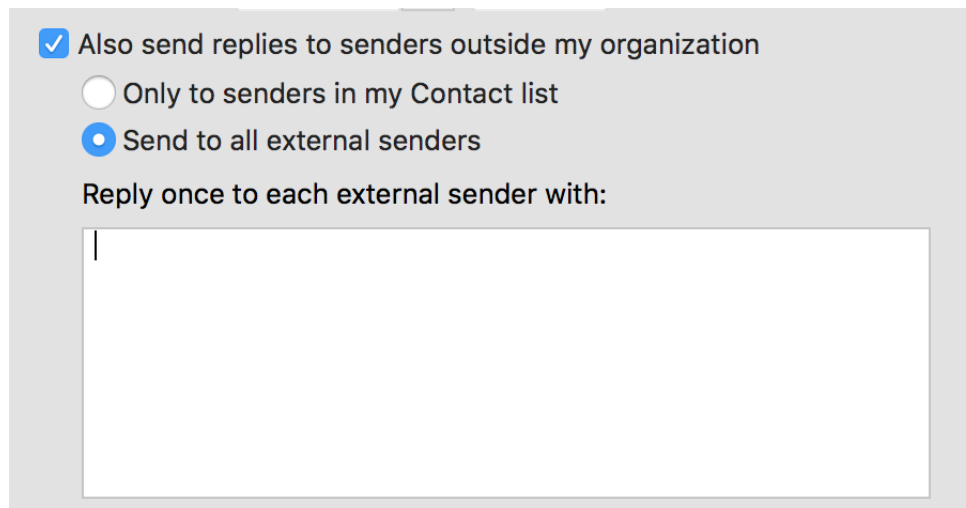
I will be out of office from April 11 through April 13

Only send replies during this time period:

Start time: 4/ 11/ 2017 9:00 AM

End time: 4/13/ 2017 5:00 PM

6. Optionally, if you would like your automatic replies to be sent to people outside your organization, select "Also send replies to senders outside my organization" and then type the response you want to send while you are out of the office.



Also send replies to senders outside my organization

Only to senders in my Contact list

Send to all external senders

Reply once to each external sender with:

|

7. Click the **OK** button when finished.