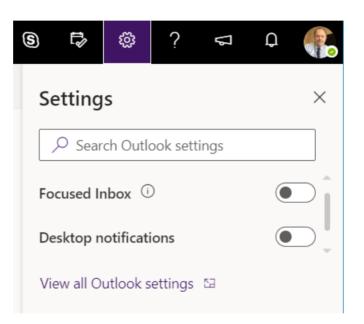


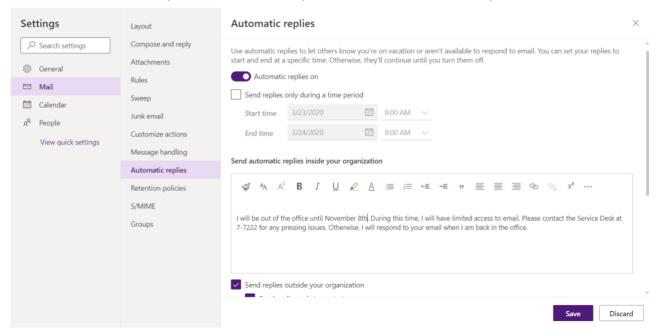
## Setting an "Out of the Office" message in Office 365 and Outlook

## **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.

( <del>c</del> )	Inbox - @montgomerycollege.edu - Outlook	?
Info Open & Export	Account Information	
Save As	@montgomerycollege.edu Microsoft Exchange	•
	+ Add Account	
Print	Account Settings Change settings for this account or set up more connections.	
Office Account	Account     Access this account on the web.       Settings *     https://outlook.office365.com/montgomerycollege.edu/	
Options Exit		
LAIL		Change
	Automatic Replies (Out of Office) Use automatic replies to notify others that you are out of office, on va available to respond to e-mail messages.	cation, or not

- 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.

🔘 Do not send automa	tic replies			
Send automatic repli	es			
🗹 Only send du	ring this time range			
Start time:	Mon 4/17/2017 🗸		10:00 AM	$\sim$
End time:	Tue 4/18/2017 V		10:00 AM	$\sim$
Automatically reply once	e for each sender wi	th th	e following i	messages:
🍇 Inside My Organ	ization 🔇 Out	side N	/ly Organizat	ion (On)
Times New Roman	~ 10 ~	В	I <u>U</u>	
I will be out of office	from April 17 throu	ıgh A	april 18.	

5. 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.

O Do not send automa	tic replies			
Send automatic replication	ies			
🗹 Only send du	ring this time range	:		
Start time:	Mon 4/17/2017	$\sim$	10:00 AM	$\sim$
End time:	Tue 4/18/2017 🗸		10:00 AM	$\sim$
Automatically reply once			ie following i My Organizat	_
Auto-reply to peop OMy Contacts or Segoe UI	nly  Anyone out	side i		
I will be out of office	from April 17 throu	ugh /	April 18.	

## Using the Outlook Client for Mac

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

		o 01	6	
Home	Or	ganize	Tools	
2=	€·		5	
Accounts	Out of	Public Folders	Import Ex	xport

3. Select your account on the left hand side.

0.	Autoreply Settings
∎admin ∎ MC	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
	<ul> <li>Also send replies to senders outside my organization</li> <li>Only to senders in my Contact list</li> <li>Send to all external senders</li> </ul>
	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 would like a specific timeframe.

eply once to e	each sender with:		
will be out of o	ffice from April 11 thro	ough April 13.	
Only send re	eplies during this ti	me period:	
	eplies during this ti 4/ 11/ 2017	me period: 9:00 AM	

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:
1

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