

## HOW TO SETUP AUTOMATIC REPLIES IN OUTLOOK/OFFICE365

## • In outlook 2013-2016

For Microsoft Office Outlook 2016, 2013 and 2010

1. Click the **File** tab, and then click the **Info** tab in the menu.





How to setup Automatic Replies in Outlook/office365

2. Click Automatic Replies (Out of Office).

Automatic Replies -	×		
<ul> <li>○ Do not send automatic replies</li> <li>● Send automatic replies</li> <li>○ Only send during this time range:</li> <li>Start time: Thu 7/26/2018 </li> <li>End time: Fri 7/27/2018 </li> <li>1:00 PM </li> </ul>			
Automatically reply once for each sender with the following messages:			
🚳 Inside My Organization 📀 Outside My Organization (On)			
Calibri v 12 v			
B I U A ≔ ≒ ≕			
Thank you for your email, I'm currently on annual vacation.			
Regards,			
Rules OK Can	cel		

- 3. In the Automatic Replies dialog box, select the Send Automatic Replies option.
- 4. If you want to specify a set time and date range, select the **Only send during this time range** check box. Then set the **Start time**, and then set the End time.
- 5. In the **Inside my organization** tab, type the message that you want to send within your organization, and in the **Outside my organization** tab, type the message that you want to send outside your organization.
- 6. Click **OK**.
- If you selected the "Only send during this time range" option in step 4, the Automatic Replies (Out of Office) feature will continue to run until the date and time set for the End Time in step 5 is reached.

Otherwise, the Automatic Replies (Out of Office) will continue to run until you repeat step 1 and select the "**Do not send automatic replies**" option.



How to setup Automatic Replies in Outlook/office365

## • In office365 Portal

- 1. Open Outlook on the web, and logon use your Account
- 2. At the Top of the page select settings 🍄



3. Select Automatic Replies



How to setup Automatic Replies in Outlook/office365

		S D 🕸 ?
✓ OK X Cancel		Settings
Automatic replies Treate automatic reply (Out of Office) messages he	e. You can set your reply to start at a specific time, or set it	Search all settings
<ul> <li>Don't send automatic replies</li> </ul>		Automatic replies Create an automatic reply (Out of office)
Send automatic replies		message.
Send replies only during this time period		Display actions
Start time Thu 7/26/2018 01	:00 PM 👻	Choose how your Inbox should be organized
End time Fri 7/27/2018 01	00 PM 👻	Offline settings
Block my calendar for this period		Use this computer when you're not connecte to a network.
Send a reply once to each sender inside my org	anization with the following message: :: ; : : : : : : : : : : : : : : : : :	and off. Manage connectors Connect Outlook to your favorite services.
Thank you for your email, I'm current Regards, I	ly on annual vacation.	Notifications On
1	~	Your app settings
Send automatic reply messages to senders	outside my organization	Office 365
<ul> <li>Send replies only to senders in my Cont</li> </ul>	act list	Mail
<ul> <li>Send automatic replies to all external se</li> </ul>	nders	People
Send a reply once to each sender outside r	ny organization with the following message:	
BI <u>U</u> A <sub>A</sub> ĂĂ <u>A A</u>		
Thank you for your email, I'm curr	entiy on annual vacation.	_

- 4. Select Send Automatic Replies
- 5. If you want to specify a set time and date range, select the **Only send during this time range** check box. Then set the **Start time**, and then set the End time.
- 6. Type the message that you want to send **Inside my organization** and Select Send automatic replies to sender **Outside my organization** tab, type the message that you want to send outside your organization.
- 7. Click **OK**.