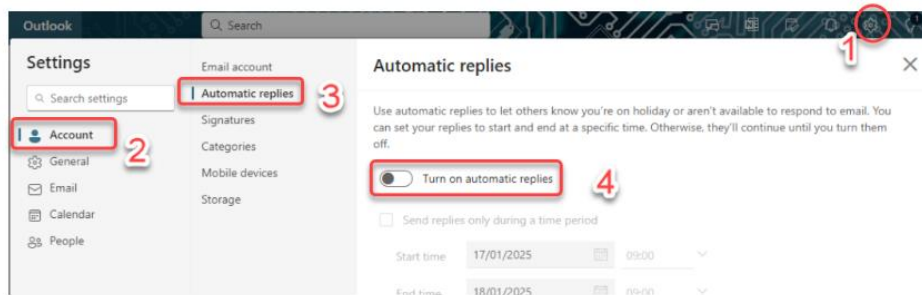
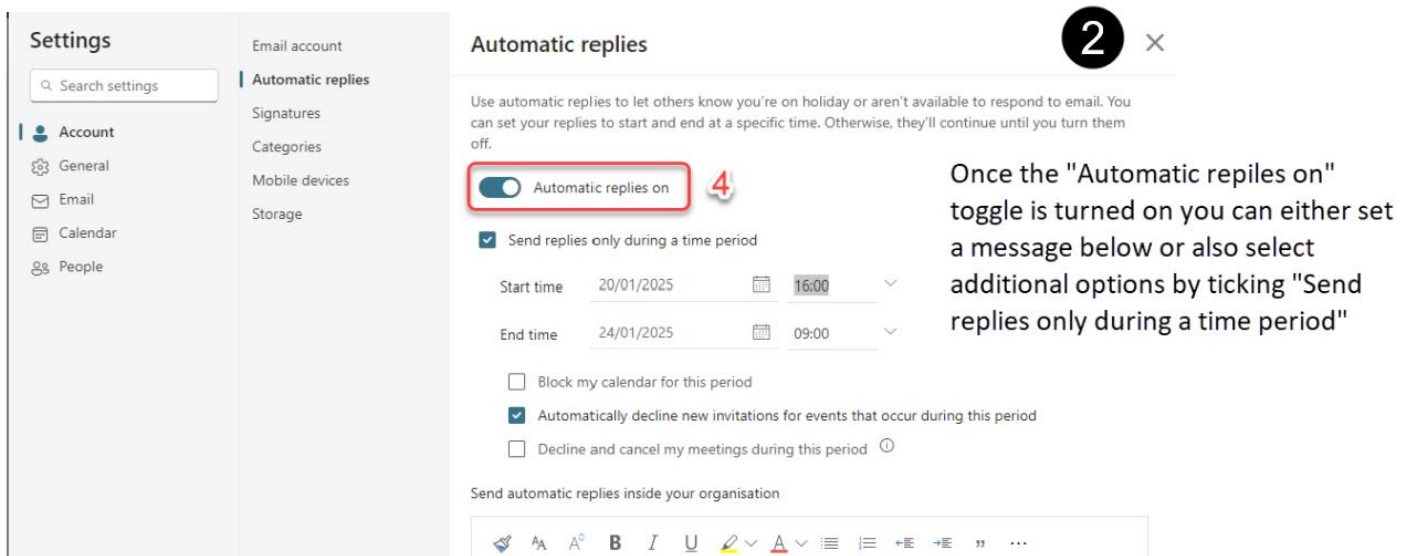


# HOW TO SET AUTOMATIC OUT-OF-OFFICE REPLIES

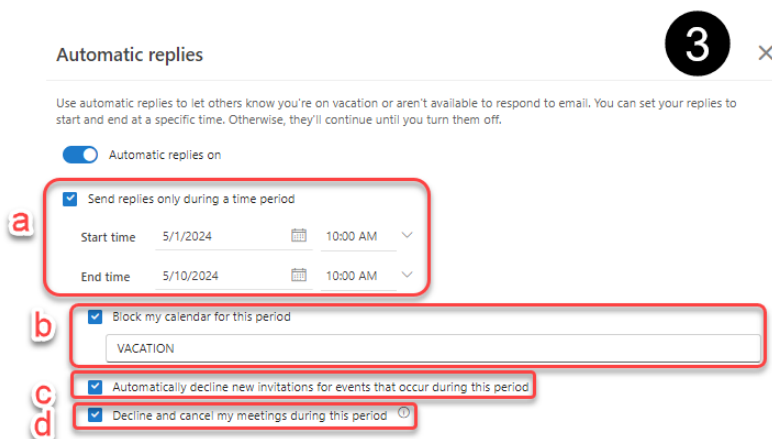
To set OOO automatic replies in Outlook go to Office 365 web app (office.com) and then open Outlook:



- 1** In Outlook:
  1. Click on "Settings" icon on the top toolbar
  2. Click on "Account"
  3. Click on "Automatic replies"
  4. Then turn the toggle "Automatic replies" on



The options that you need to set are:



- a) "Send replies only during a time period" - check this to send automatic replies only during a set period of time  
**Note:** options b/c/d will only be available if you check this option
- b) "Block calendar for this period" - no one with access to your calendar will be able to create any events. Here you can also give this OOO a name such as "Vacation" etc (optional)
- c) "Automatically decline new invitations for events that occur during this period"
- d) "Decline and cancel my meetings during this period"

When you are selecting the dates you can also select the time for each date, example – I work 9-5 and I’m away from 1/05 returning to work on the 10/05, so I can set the dates to 1-10 May and times to 9:00AM for both dates.

If you select option D “Decline and cancel my meetings during this period” your existing meetings that fall on that period will be cancelled and meetings you’re invited to will be declined. You also have an option of either using the automatic reply message (the one you set in options E and or F) or creating a separate message for this this period.

Subject	Organizer	Start	End
Test 1	365Test	5/6/2024 11:...	5/6/2024 11:30 AM
Meeting 1	365Test	5/8/2024 1:3...	5/8/2024 2:00 PM

When you select option D you are also shown all the events that exist in your calendar for the selected period, if you want them to be automatically cancelled/cleared - check them in the list

If you set this option after you click on “Save” you will see the following confirmation:

We're canceling and declining your meetings.  
We'll be done in a few minutes.

OK

4 e) "Send automatic replies inside your organization" - if you do not select any specific period of time (if you do not check option A) then this message this will sent if you enable OOO without any other options. Here you can format the text/font/paragraph and insert links/tables if needed.

f) "Send replies outside your organization" - you can create a different message to be sent to anyone outside of the company (same formatting options available here as in option E)

You can also check the option to "Send replies only to contacts" - if you want messages to be sent only to those external senders who are in your Contacts list (People or Groups)

Click on "Save" after you've selected all the necessary options to set OOO.