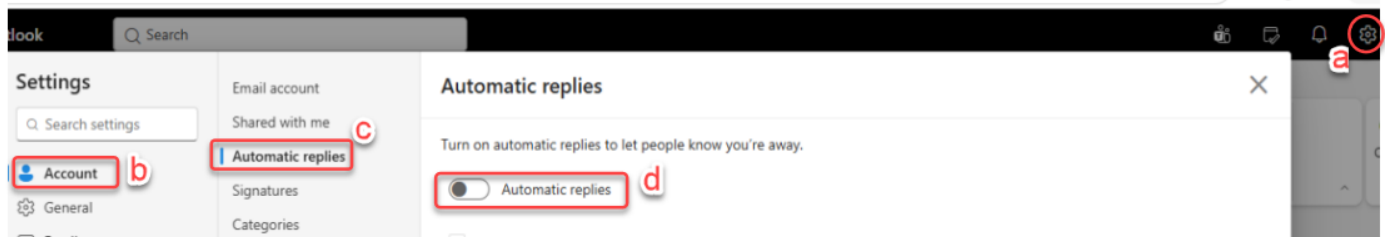


HOW TO SET AUTOMATIC OUT-OF-OFFICE REPLIES

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

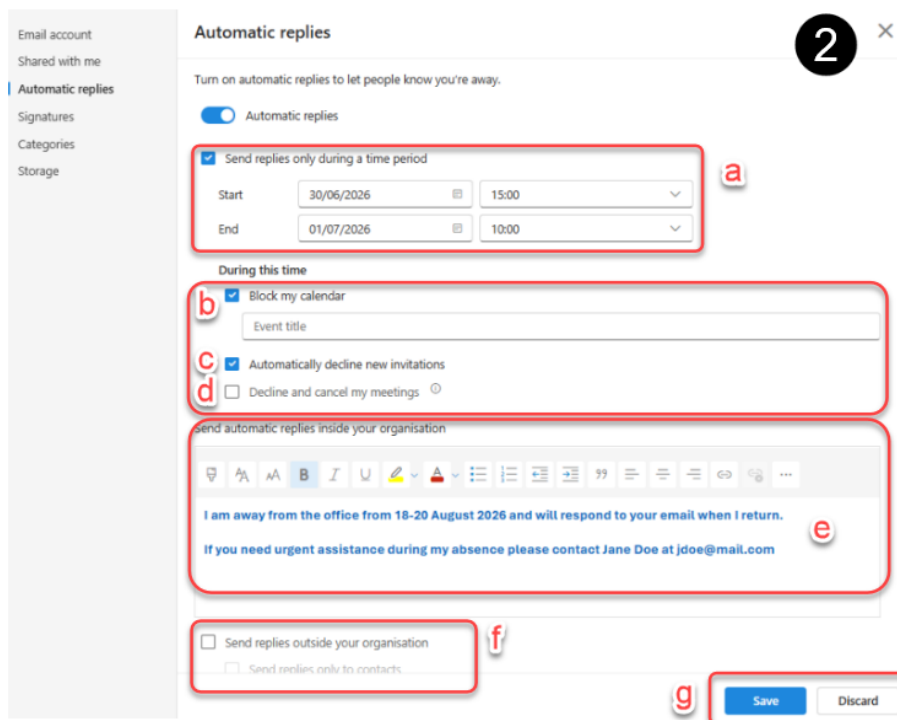


1

In Outlook:

- click on "Settings" icon on the top toolbar
- click on "Account"
- click on "Automatic replies" section
- click on "Automatic replies" to turn the toggle it on

Once the **"Automatic replies on"** toggle is turned on you can either set a message below or also select additional options by ticking **"Send replies only during a time period"**



2

a) "Send replies only during a time period" - check this option to send automatic replies only during a set period of time (if this option is not checked all emails will get an automatic reply)

Note: options b, c and d will only show if you checked this option

b) "Block my calendar" - no one with access to your calendar will be able to create any events; people will also see the block with the title you provided below in the field "Event title" (it's generally a good idea to put something here, such as Training, OOO, Vacation, etc., but this is optional)

c) "Automatically decline new invitations" is a good option to check

d) "Decline and cancel my meetings" will clear your calendar for the dates selected

Note: 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.

e) "Send automatic replies inside your organisation" - the main field for composing your automatic reply, if you do not select any specific period of time, but leave "Automatic replies" toggle on, this message will be sent in reply to any incoming email. Here you can format the text, font, paragraph.

f) "Send automatic replies outside your organisation" - check this option if you wish to send a different message outside the company (it can also be formatted differently)

The option below this one is to "Send replies only to contacts" - use it if you want the second message to be sent only to external contacts in your address book (should an email be received from them)

g) click on "Save" button when you have finished