

# Procedures

## Outlook & Office 365

### Setting up an autoresponder email



You can only send automatic out-of-office replies using these steps if you have an **Office 365, Outlook.com, or Exchange account**.

## Step 1:

### Automatic Replies

Select **File > Automatic Replies**.



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## Step 2:

### Send Automatic Replies

In the **Automatic Replies** box, select **Send automatic replies**.

Optionally, set a date range for your automatic replies. This will turn off automatic replies at the date and time you enter for the end time. Otherwise, you'll need to turn off automatic replies manually.

**Note:** If you don't see Automatic Replies, you're probably using Outlook with a POP or IMAP account. See Forward and redirect email automatically for instructions on setting up automatic replies.

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## Step 3:

### Inside My Organisation

On the **Inside My Organisation** tab, type the response that you want to send to teammates or colleagues while you are out of the office.

Select **OK** to save your settings.

A screenshot of the 'Automatic Replies' settings window in Outlook. The window has two tabs: 'Inside My Organization' (selected) and 'Outside My Organization (Off)'. Under the 'Inside My Organization' tab, there are options to 'Do not send automatic replies' (unchecked) or 'Send automatic replies' (checked). Below this, there is a section for 'Only send during this time range' with 'Start time' set to 'Thu 5/11/2017 3:00 PM' and 'End time' set to 'Fri 5/12/2017 3:00 PM'. A text box contains the message: 'I'll be out of the office on May 5th. Please contact my manager, joe@contoso.com for assistance. Cheryl'. At the bottom, there are 'Rules...', 'OK', and 'Cancel' buttons.

**Note:** Sending automatic replies to **anyone outside my organization** will send your automatic reply to every email, including newsletters, advertisements, and potentially, junk email. If you want to send automatic replies to those outside your organization, we recommend choosing **My contacts only**.

## Step 4:

### Turn off Automatic Replies

When Outlook is setup to send automatic replies, you'll see a message under the ribbon with this information. Select Turn off to disable automatic out-of-office replies. If you want to modify the dates for your automatic reply or the message sent, use the steps above to modify your settings.