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 Replays

Select File > Automatic Replies.



Automatic Replies (Out of Office)

Use automatic replies to notify others that you are out of office, on vacation, or not available to respond to email messages.

Step 2:

Send Automatic Replays

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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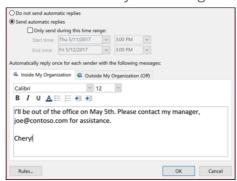


Step 3:

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.



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 Replays

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.