

Email Signatures for Out of Office Autoreplies

This is one of those instances where **Outlook Desktop** vs **Outlook Web-based, O365** versions have significant differences.

Outlook Desktop

Does not allow HTML content to be copied into out of office autoreplies. And is extremely limited in formatting options. As a result email signatures cannot be copied and pasted into an out of office message without formatting issues and images being eliminated. There is not a solution or troubleshooting fix for users attempting this with Outlook for Desktop.



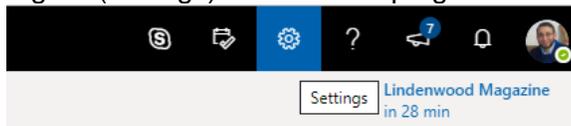
Outlook Web-based, O365

Does allow HTML content and a lot more formatting options.

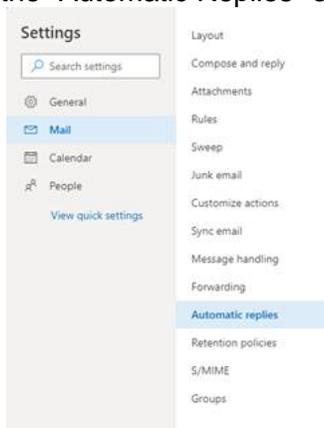
Additional features available here but not on the Desktop version. It also allows the users to 1) “Block my calendar for this period” ; 2) “Automatically decline new invitations for events that occur during this period” ; and 3) “Decline and cancel my meetings during this period.”

To set up... Once in Outlook via O365

1. Click the gear (settings) icon in the top right



- a. 2. Select “View all Outlook Settings” at the very bottom of the drop down
3. Select the “Automatic Replies” option from the “Mail” segment



a.



4. Set up your out of office reply. Add email signature from a new instance of the email signature generator (Not a copy and paste from an existing email).
 - a. <https://www.lindenwood.edu/advancement-and-communications/website-content/email-signatures/>

- b.
5. Click Save