

Setting up an out of office email message in Microsoft Office 365.

Contents

Purpose.	3
How to set a vacation or out of office email message in Microsoft Office 365.....	3

Unkno
Field (

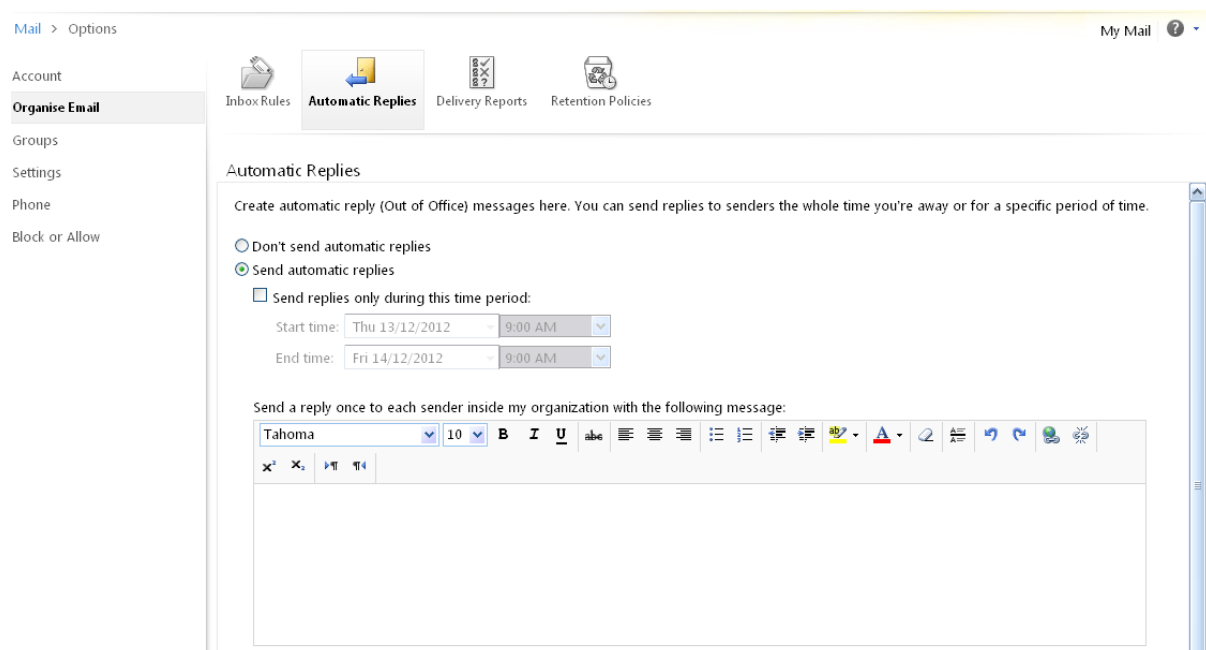
Purpose.

This document is designed to assist you with setting up an Out of office message in Microsoft Office 365.

How to set a vacation or out of office email message in Microsoft Office 365

Microsoft Office 365 (Office 365) lets individuals set automatic replies if they are going to be away from email for a period of time. A useful video on [how to set up an automatic reply](#) is available on the Office 365 website. Alternatively please follow the steps outlined below:

1. Select **Options** (top right corner), then select **automatic replies**.
2. Select **Send automatic replies**.



The screenshot shows the 'Automatic Replies' settings page in Microsoft Office 365. The left sidebar contains navigation links: Mail > Options, Account, Organise Email (selected), Groups, Settings, Phone, and Block or Allow. The main content area is titled 'Automatic Replies' and includes the following options:

- ☐ Don't send automatic replies
- ☒ Send automatic replies
- ☐ Send replies only during this time period:
 - Start time: Thu 13/12/2012 9:00 AM
 - End time: Fri 14/12/2012 9:00 AM

Below these options, there is a section titled 'Send a reply once to each sender inside my organization with the following message:'. It features a text box with the name 'Tahoma' and a rich text editor toolbar with various formatting options (bold, italic, underline, text color, background color, link, unlink, insert image, etc.).

3. Set the period that automatic replies are sent. Please note this step is optional.

☒ Send automatic replies

- ☒ Send replies only during this time period:

Start time: Thu 13/12/2012 ▼ 9:00 AM ▼

End time: Fri 14/12/2012 ▼ 9:00 AM ▼

4. Enter in the automatic reply message you wish to use and
5. Select **save**.