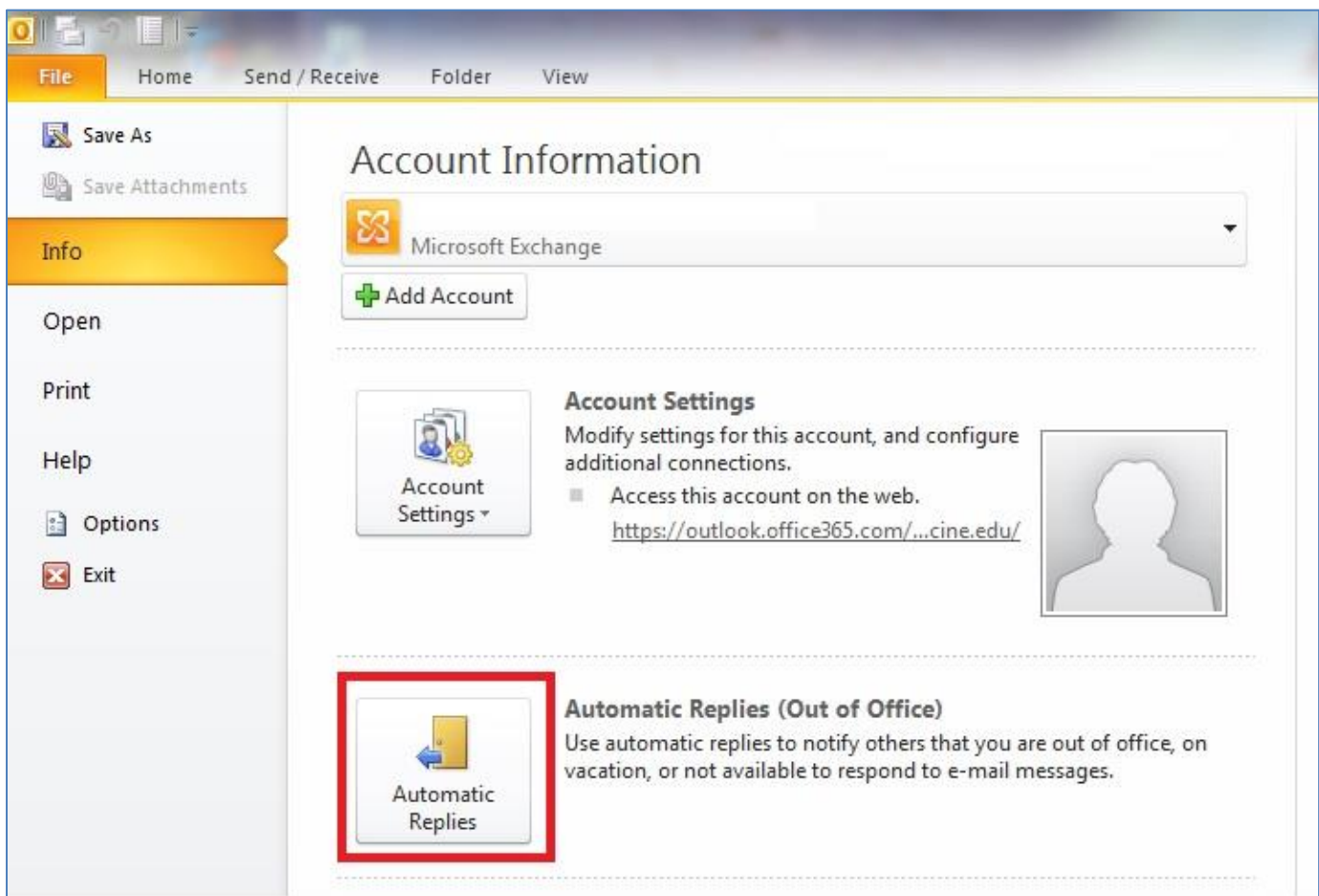# AUTOMATIC REPLIES IN MICROSOFT OUTLOOK OFFICE 365
(OUT OF OFFICE)

This procedure outlines the steps a user would follow to setup Automatic Replies in the Microsoft Outlook Office 365 Client.
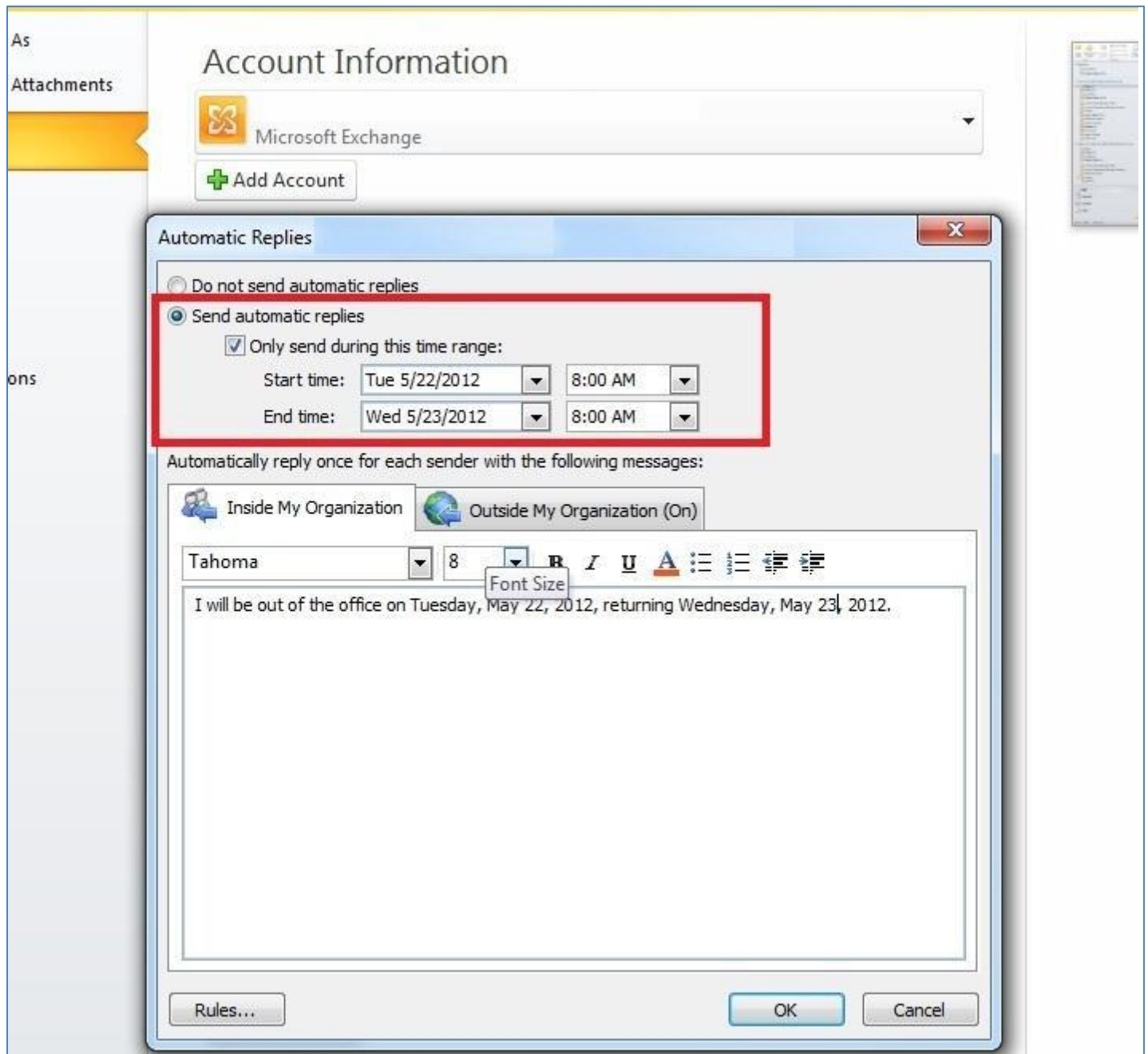
CLIENT:

1. Start the Microsoft Outlook Office 365 Client

2. Click on the File tab, the left most tab.

3. Click the Automatic Replies Button:

4. Click the Button next to "Send automatic replies."

5. Check the Box next to "Only send during this time range:"

6. Select a Start Date and Time/End Date and Time:

7. Click the Tab for "Inside My Organization."

8. Enter a message to be sent as an automatic reply for E-mails you receive in the large text field at bottom:

9. If you would like to have automatic replies sent for E-mails received from outside our organization:
- Select the Tab for "Outside My Organization" and repeat step 8.
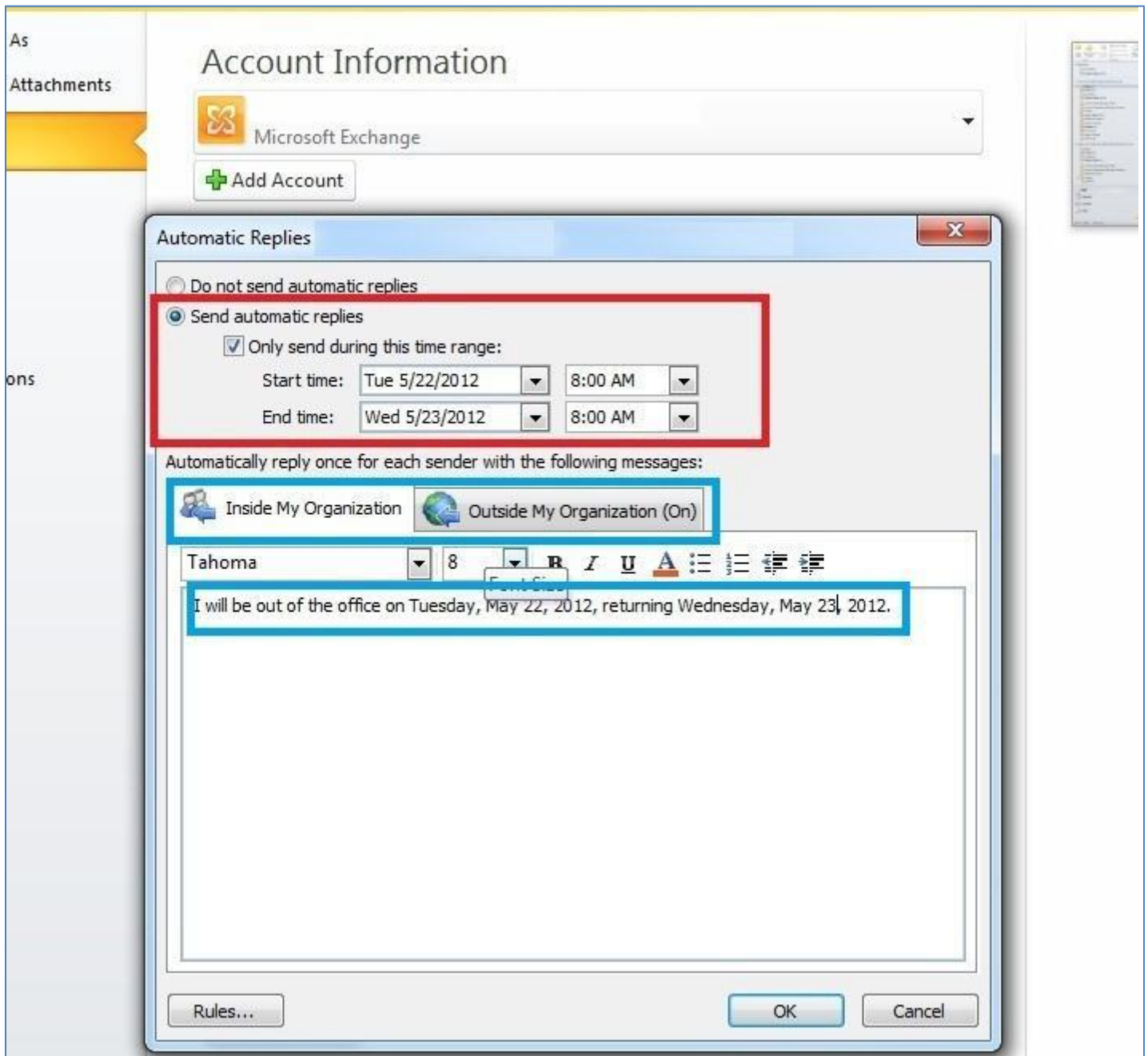
10. Once completed, click OK at the bottom:

As

Attachments

Account Information

Microsoft Exchange

➕ Add Account

ons

Automatic Replies

○ Do not send automatic replies

◉ Send automatic replies

☑ Only send during this time range:

Start time: Tue 5/22/2012 ▼ 8:00 AM ▼

End time: Wed 5/23/2012 ▼ 8:00 AM ▼

Automatically reply once for each sender with the following messages:

| 🖼️ Inside My Organization | 🌐 Outside My Organization (On) |

Tahoma ▼ 8 ▼ **B** *I* U A ≔ ≔ ⇥ ⇥

I will be out of the office on Tuesday, May 22, 2012, returning Wednesday, May 23, 2012.

Rules... OK Cancel