## Set Email Auto Reply in Office 365 Mail

## Login to <u>https://portal.office.com</u> with your Fellowship email address and password. Locate Outlook and open it.



## Click the gear icon in the top-right corner of Outlook on the web, then select Automatic Replies

h cx Venue cal Cp. 0 C. C	Remotely Enabling 🥃 es	мясь - гасшту м 👛 А опет имакс рл.	. 🦁 i nirtyseven4 Enapo 📷 A user who has ben 🔝 meraki Uashboard 😁 ieamviewer Manag	SAPPle Store for Ent SAPple Store	for Ent		,	
Settings       Lyout       Layout       ×       Reference         I search settings       Compose and reply Attamments       Attamments       Do you want Outlook to sort your enail to help you focus on what matters most?       Image: Compose and reply       Do you want Outlook to sort your enail to help you focus on what matters most?       Image: Compose and reply       Image: Compose and reply	ch			🖽 Teams call				۲
Image: Notes       Sort messages into Focused and Other         Image: Calendar       Sweep       Junk email         Image: Calendar       Sync email         Image: Calendar       Small         Image: Ca	Settings Q Search settings Searcal	Layout Compose and reply Attachments	Layout Focused Inbox Do you want Outlook to sort your email to help you focus on what matters most?	×		e	Break The Tomorrow	11:50 AN
Customize actions       Text size and spacing         Sync email       Simuli         Message handling       Image: Comparison of the state and number of messages.         Forwarding       Image: Comparison of the state and number of messages.         Automatic regiles       Medium         Automatic regiles       Message organization         S/MIME       How do you want your messages to be organized?         Groups       Show email grouped by conversation         Image: Show email as individual messages       Show email as individual messages         Message height       How many rows should each message use?         Image: Analysis use multiple rows       Always use multiple rows	Mail     Calendar     Seople	Kules Sweep Junk email Quick steps Customize actions Sync email Message handling Forwarding Automatic replies Retention policies S/MIME Groups	<ul> <li>Sort messages into Focused and Other</li> <li>Don't sort my messages</li> </ul>					
Retention policies     Message organization       S/MIME     How do you want your messages to be organized?       Groups     Show email grouped by conversation       Image: Show email as individual messages       Message height       How many rows should each message use?       Image: Always use multiple rows			Text size and spacing This will change the font size and number of messages. Small Medium Large					
Message height How many rows should each message use? Always use multiple rows			Message organization         How do you want your messages to be organized?         Show email grouped by conversation         Show email as individual messages					
Switch between one and multiple rows based on screen size			Message height         How many rows should each message use?         Always use multiple rows         Image: Switch between one and multiple rows based on screen size					

## Set Email Auto Reply in Office 365 Mail

Select "Automatic replies" then select the toggle button to turn on Automatic replies. Check the box that says, "Send replies only during a time period", then set the start and end times and dates you want the auto-reply to run. If you scroll down a little further, you can set a different message for external senders. Select the checkbox next to "Send replies outside your organization to send an auto-reply message to external people. Once you have your auto-replies drafted, click the "Save Button"

