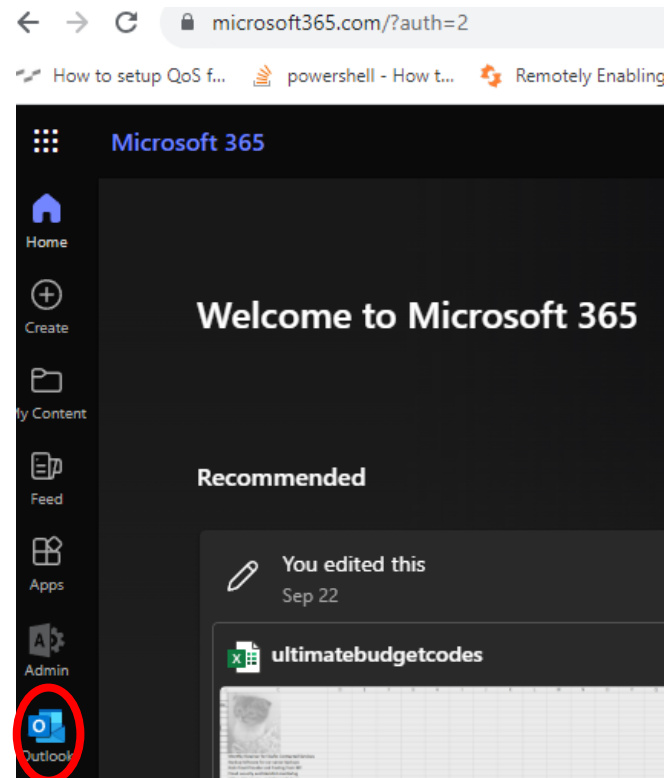
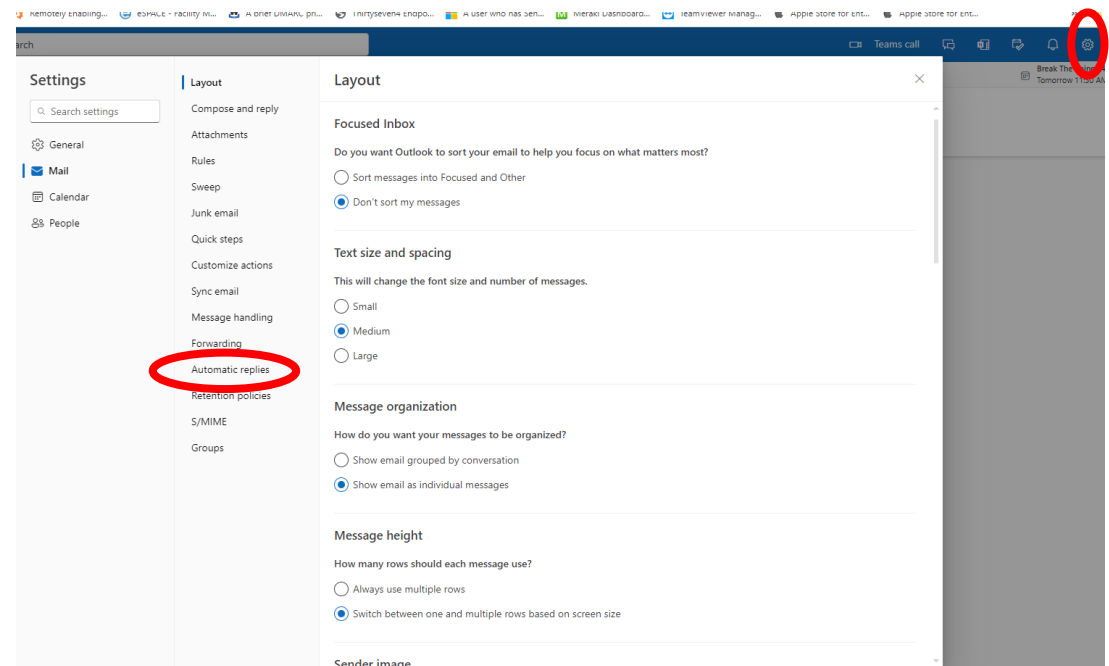


# Set Email Auto Reply in Office 365 Mail

Login to <https://portal.office.com> 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



# 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”

