How to Send Automatic Out of Office replies Using Office 365

- 1. Click on the *Settings* gear in the upper right corner.
- 2. Scroll down and select *View all Outlook Settings*.
- View all Outlook settings 🚦

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3. Select Mail> Automatic Replies.

Settings	Layout	Automatic replies ×					
	Compose and reply	Use automatic replies to let others know you're on vacation or aren't available to respond to email. You can set your replies to start					
ଉ General	Attachments	and end at a specific time. Otherwise, they'll continue until you turn them off. Turn on automatic replies					
🖾 Mail	Rules						
🛗 Calendar	Sweep	Send replies only during a time period					
g ^Q People	Junk email	Start time 4/14/2022					
View quick settings	Customize actions	End time 4/15/2022					
	Sync email	-					
	Message handling	Send replies outside your organization					
	Forwarding						
	Automatic replies						

4. *Turn on Automatic Replies.* Optionally, type a response you want to send & set a date range for your automatic replies then *Save* it.

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Send replies	s only during a time p	eriod			
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End time	4/15/2022	10:00 AM 🗸			
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am currently o elpdesk@tnco		u need immedidate assistance pl	ease contact the Help	аеsk at 757-825-2709 of b	y email at
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How to Send Automatic Out of Office replies Using Outlook Desktop Client

Outlook 2021, Outlook 2019, Outlook 2016, Outlook 2013 desktop client

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e	Accour	nt Information			
☆ Info	KingS@TNC				
Open & Export	Hicrosoft Ex	change			
Save As	Most Recent S	Sign-in	Automatic Replies - KingS@TNCC.EDU ×		
Save Attachments Print	Last sign-in: Browser (Firefox, Windows 10) April 11, 2022 (2 days ago) Hampton, Virginia, US <u>See all recent sign-in activity</u>		Do not send automatic replies Send automatic replies Only send during this time range: Start time: Thu 4/14/2022 Thu 4/14/2022		
	Account Settings ~	Account Settings Change settings for this account or set up more connections. • Access this account on the web. <u>https://outlook.office365.com/owa/TNCC.EDU/</u> • <u>Get the Outlook app for iOS or Android.</u>	End time: Fri 4/15/2022 11:00 AM Automatically reply once for each sender with the following messages: Inside My Organization Outside My Organization (Off) Calibri 11 B I I Image: Inside My Organization Image: Imag		
	Automatic Replies	Automatic Replies (Out of Office) Use automatic replies to notify others that you are out of off not available to respond to email messages.	contact the Helpdesk at 757-825-2709 or by email at helpdesk@tncc.edu.		
	Tools	Mailbox Settings Manage the size of your mailbox by emptying Deleted Items 91.1 GB free of 99 GB			
	Manage Rules & Alerts	Rules and Alerts Use Rules and Alerts to help organize your incoming email n updates when items are added, changed, or removed.	Rules OK Cancel		

1.Select File>Automatic Replies

2. In the Automatic Replies box, select Send automatic replies.

Optionally, set a date range for your automatic replies. This will turn off automatic replies at the date and time you enter for the end time. Otherwise, you'll need to turn off automatic replies manually.

3.On the *Inside My Organization tab*, type the response that you want to send to teammates or colleagues while you are out of the office.

4. Select OK to save your settings. Turn off automatic out-of-office replies

When Outlook is setup to send automatic replies, you'll see a message under the ribbon with this information. Select **Turn off** to disable automatic out-of-office replies. If you want to modify the dates for your automatic reply or the message sent, use the steps above to modify your settings.

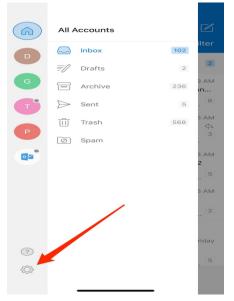


How to Send Automatic Out of Office replies Using the Outlook App

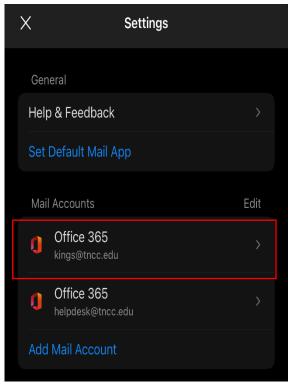
1. Go to the *Outlook* app on your device.



2. Selet *Settings* in the bottom



3. Select your *Mail* account.



- 4. Click the slider to enable *Automatic Replies.*
- 5. Select who you would like the auto-reply to apply to (This is automatically set to *Reply only my organization*).
- 6. Type the reply you would like to be sent.
- 7. When finished, click the checkbox in the top right to save.
- 8. Auto-replies are now set up and will be sent!

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Automatic F	Replies	
Reply during	g a time period	
Reply to eve	eryone	~
Reply only t	to my organization	
Use differer	nt replies	
Use different organization	replies for people inside and ou	tside my
Reply to eve	ryone with	
immedidate a	y out of the office. If you need assistance please contact the 709 or by email at helpdesk@	e Helpdesk