Tip 7- Automatic Out of Office Reply in Outlook Email

Tech Tip: Will you be out of the office for a day, week, more? Set up an Automatic Office Reply so users know before they even send you an email that you will not be responding soon. View a video of steps HERE or follow the steps below.

1. Log into Office 365 and go to Outlook Email.

2. Click on the Settings button in the far right side and choose OPTIONS.

3. Select Organize Email --Automatic Replies and when you want to turn on the reply choose "Send Automatic Replies". You can schedule a time for it to turn on and off. Type your message and click SAVE. Keep the box empty for sending the reply to senders outside the organization unless that is really important to you.

Hi,

I will be in training all day October 28th. For help with Office 365 click the ? in Office 365 or visit the following pages:

- TechHub Office 365 Tutorials
- District Office 365 Landing Page Fast Facts

If you can’t find the answer, contact the Help Desk at 402-557-4466.

Thanks,
Eileen

Thanks,
OPS Tech Training Team

Tutorials, Videos & Knowledge Base

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