

Knowledgebase > EMAIL > Adding Out of Office auto reply for your Email

### Adding Out of Office auto reply for your Email

Don Guilbeault - 2025-10-25 - Comments (2) - EMAIL

### **Adding Auto Reply for Out of Office Response**

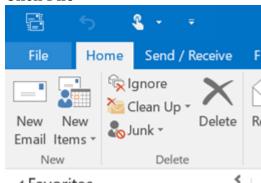
Published on September 1st 2021

Posted by: Don Guilbeault - IT Analyst

There are two ways to set up an Out of Office Automatic Reply when using Office 365. You can use Outlook, or the Outlook Web App.

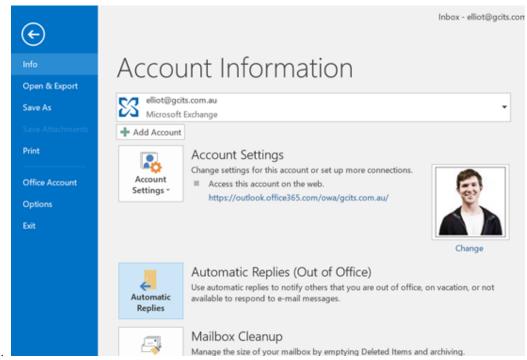
# Set up an Out of Office reply via Outlook

- 1. Open Outlook
- 2. Click File

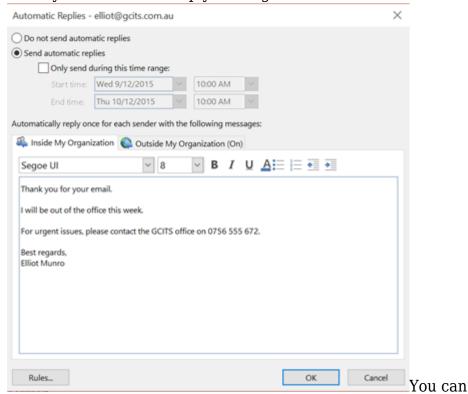


▲ Favorites

**Click Automatic Replies** 



Enter your Automatic Reply message

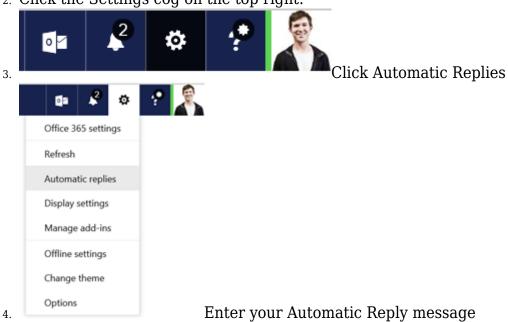


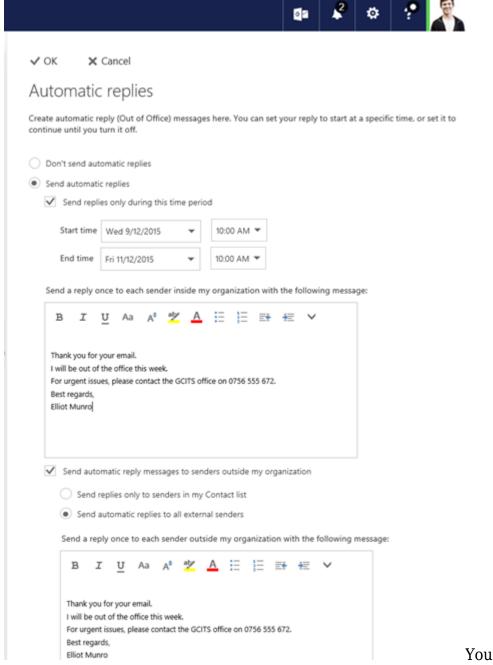
configure different automatic replies for senders inside or outside the organization. You can also choose to send Automatic Replies indefinitely, or during a specific time frame.

# Set up an Out of Office reply via Outlook

1. Log into <a href="https://outlook.office365.com">https://outlook.office365.com</a>

 $_{2.}$  Click the Settings cog on the top right:





can configure different automatic replies for senders inside or outside the organization. You can also choose to send Automatic Replies indefinitely, or during a specific time frame.



Tags

5.

• Outlook 365

## Comments (2)

#### Comments (2)

#### **Don Guilbeault**

5 years ago

Please note these instructions WILL work for the  $\underline{\text{drumco-op.com}}$  email addresses and the hannabuildingsupplies.net email address. They do not work for foxlakeagro.ca email address

Don Guilbeault

4 years ago

Attention all, these instructions have now been updated for Outlook 365