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Adding Out of Office auto reply for your Email

Don Guilbeault - 2025-08-01 - Comments (2) - EMAIL

Adding Auto Reply for Out of Office Response

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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



	E		Inbox - elliot@gcits.com
	Info	Account Information	
	Open & Export	elliot@gcits.com.au	
	Saus Attachmente	Microsoft Exchange	
	Save Attachments	Add Account	
	Print	Account Settings	
	Office Account	Account Access this account or set up more connections.	
	Options	https://outlook.office365.com/owa/gcits.com.au/	E.
	Exit		
			Change
		Automatic Replies (Out of Office) Use automatic replies to notify others that you are out of office available to respond to e-mail messages.	e, on vacation, or not
		Mailbox Cleanup	
4.		Manage the size of your mailbox by emptying Deleted Items	and archiving.
	Enter your A	Automatic Reply message	
	Automatic Replies - e	elliot@gcits.com.au ×	
	O Do not send automa	tic replies	
	Send automatic repli	ies	
	Start fimer	Wed 9/12/2015 10:00 AM	
	End time:	Thu 10/12/2015 V 10:00 AM V	
	Automatically reply once	e for each sender with the following messages:	
	🍇 Inside My Organiza	ation 💽 Outside My Organization (On)	
	Segoe UI	✓ 8 ✓ B I U A:= := += +=	
	Thank you for your en	mail	
	L will be out of the off	fire this week	
	For urgent issues, pla	use contact the GCITE office on 0766 555 672	
	Por urgent issues, pie	ase contact the GCTIS office on 0756 555 672.	
	Elliot Munro		
	Pular	OK Const	
5.	nuies_	OK Cancel	You 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.

Set up an Out of Office reply via Outlook

1. Log into <u>https://outlook.office365.com</u>



	•	2	٥	?				
✓ OK X Cancel								
Automatic replies								
Create automatic reply (Out of Office) messages here. You can set y continue until you turn it off.	our reply	to start a	t a specifi	c time, or s	et it to			
O Don't send automatic replies								
 Send automatic replies 								
Send replies only during this time period								
Start time Wed 9/12/2015 👻 10:00 AM 👻								
End time Fri 11/12/2015 👻 10.00 AM 👻								
Thank you for your email. I will be out of the office this week. For urgent issues, please contact the GCITS office on 0756 555 672. Best regards, Elliot Munro								
Send automatic reply messages to senders outside my organization								
 Send replies only to senders in my Contact list 								
 Send automatic replies to all external senders 	 Send automatic replies to all external senders 							
Send a reply once to each sender outside my organization	Send a reply once to each sender outside my organization with the following message:							
B I <u>U</u> Aa A ^e ^a <u>⊻</u> <u>A</u> ∷ ∷ ∷	+ +E	~						
Thank you for your email. I will be out of the office this week. For urgent issues, please contact the GCITS office on 0756 555 6								
Best regards, Elliot Munro					v			

5.

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 <u>Outlook 365</u>

Comments (2)

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Don Guilbeault

5 years ago Please note these instructions WILL work for the <u>drumco-op.com</u> email addresses and the <u>hannabuildingsupplies.net</u> email address. They do not work for foxlakeagro.ca email address **Don Guilbeault** 3 years ago

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