



Westview

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Adding Out of Office auto reply for your Email

Don Guilbeault - 2026-02-07 - [Comments \(2\)](#) - [EMAIL](#)

Adding Auto Reply for Out of Office Response

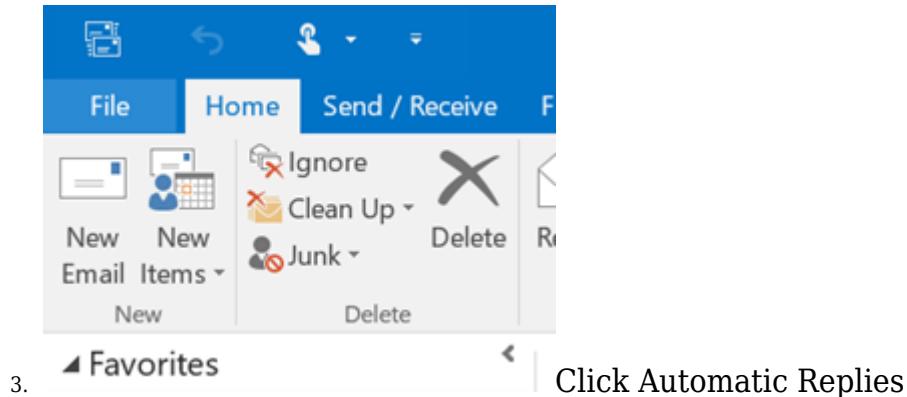
Published on September 1st 2021

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



The screenshot shows the Microsoft Outlook ribbon with the 'File' tab selected. The 'Account Information' screen is displayed, showing account details for 'elliott@gcits.com.au' (Microsoft Exchange). It includes options to 'Add Account', 'Account Settings' (with a link to the web interface), 'Automatic Replies (Out of Office)' (with a link to manage replies), and 'Mailbox Cleanup' (with a link to manage mailbox size). A portrait photo of a man is shown on the right, with a 'Change' link below it.

Enter your Automatic Reply message

Automatic Replies - elliot@gcits.com.au X

Do not send automatic replies
 Send automatic replies

Only send during this time range:

Start time:	<input type="text" value="Wed 9/12/2015"/>	<input type="button" value="▼"/>	<input type="text" value="10:00 AM"/>	<input type="button" value="▼"/>
End time:	<input type="text" value="Thu 10/12/2015"/>	<input type="button" value="▼"/>	<input type="text" value="10:00 AM"/>	<input type="button" value="▼"/>

Automatically reply once for each sender with the following messages:

 Inside My Organization  Outside My Organization (On)

Font: Segoe UI Size: 8 **B** *I* U        

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.

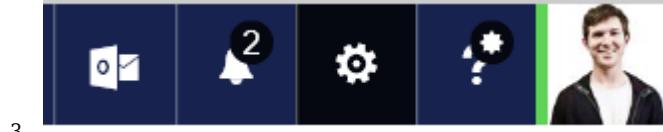
Best regards,
 Elliot Munro

5. 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.

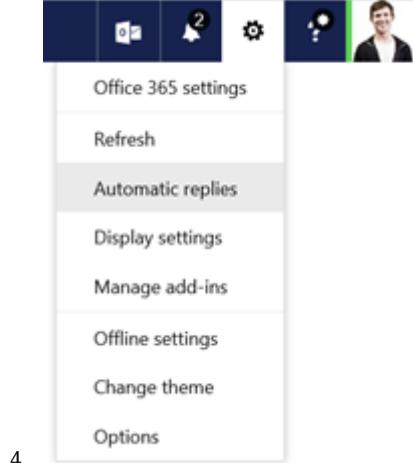
Set up an Out of Office reply via Outlook

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

2. Click the Settings cog on the top right:



3. Click Automatic Replies



4. Enter your Automatic Reply message



✓ OK × Cancel

Automatic replies

Create automatic reply (Out of Office) messages here. You can set your reply to start at a specific time, or set it to continue until you turn it off.

Don't send automatic replies
 Send automatic replies
 Send replies only during this time period

Start time:
End time:

Send a reply once to each sender inside my organization with the following message:

B **I** **U** **Aa** **A^b** **⌘** **A** **≡** **≡** **≡** **≡** **▼**

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 a reply once to each sender outside my organization with the following message:

B **I** **U** **Aa** **A^b** **⌘** **A** **≡** **≡** **≡** **≡** **▼**

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

5. 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.



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Comments (2)

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Don Guilbeault

6 years ago

Please note these instructions WILL work for the 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