Adding Out of Office auto reply for your Email

Don Guilbeault - 2026-11-23 - Comments (2) - EMAIL

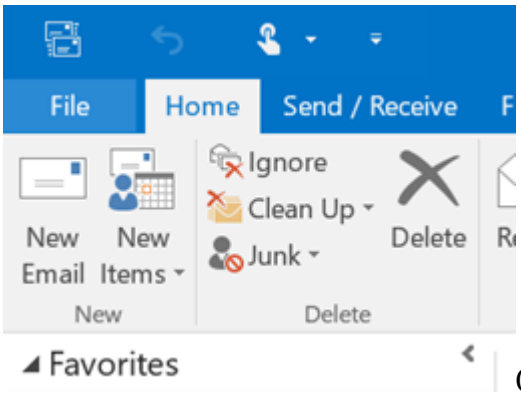
Adding Auto Reply for Out of Office Response

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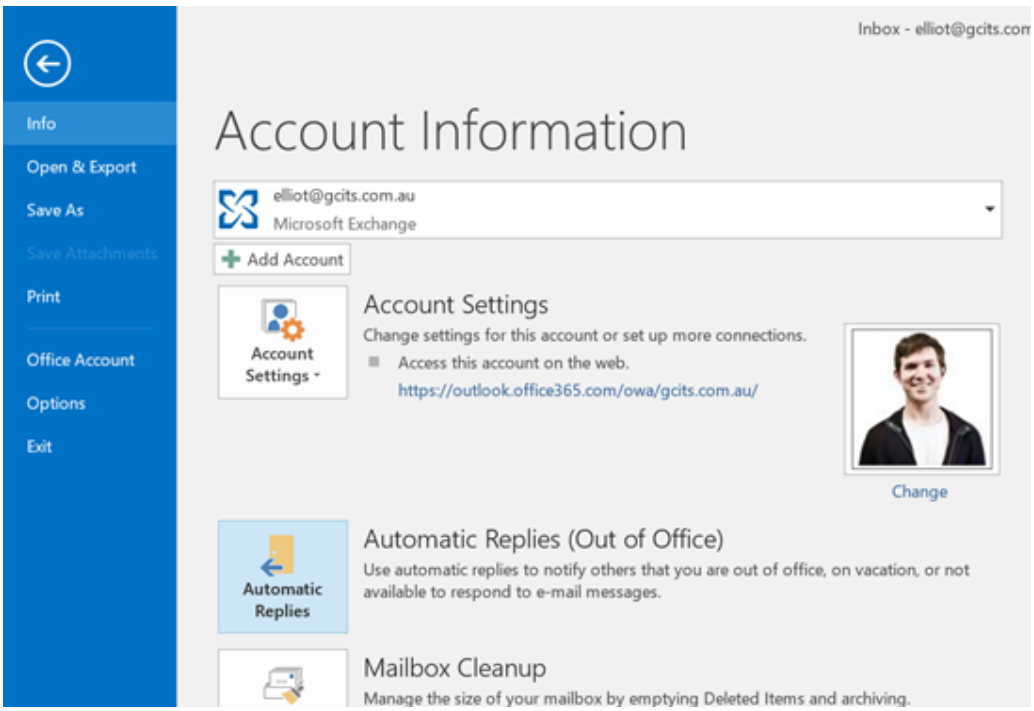
Posted by: ***Don Guilbeault - IT Analyst***

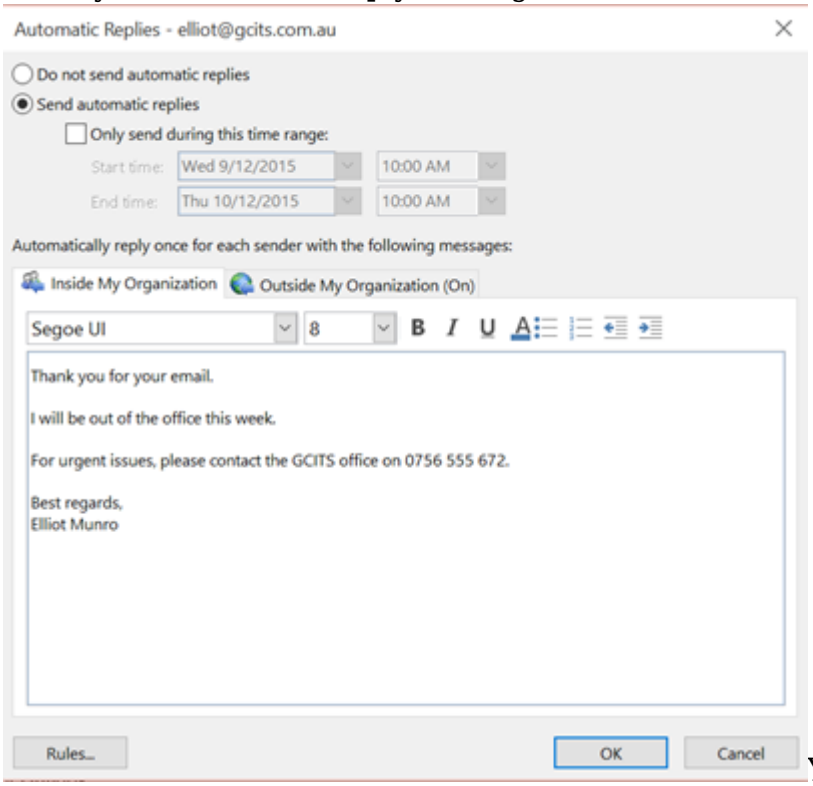
There are two ways to set up an Out of Office Automatic Reply when using Office 365. You can use Outlook, or the Outlook Web App.

Set up an Out of Office reply via Outlook

1. Open Outlook
2. Click File
3. 

Click Automatic Replies

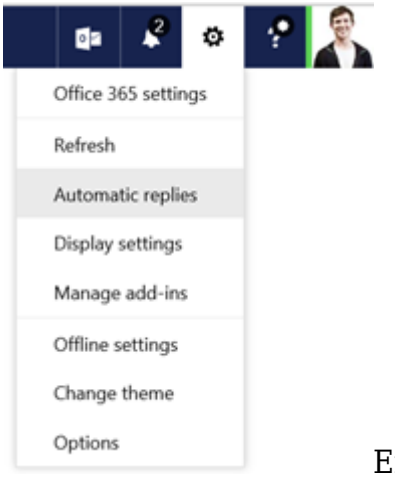
4. 

Enter your Automatic Reply message
5. 

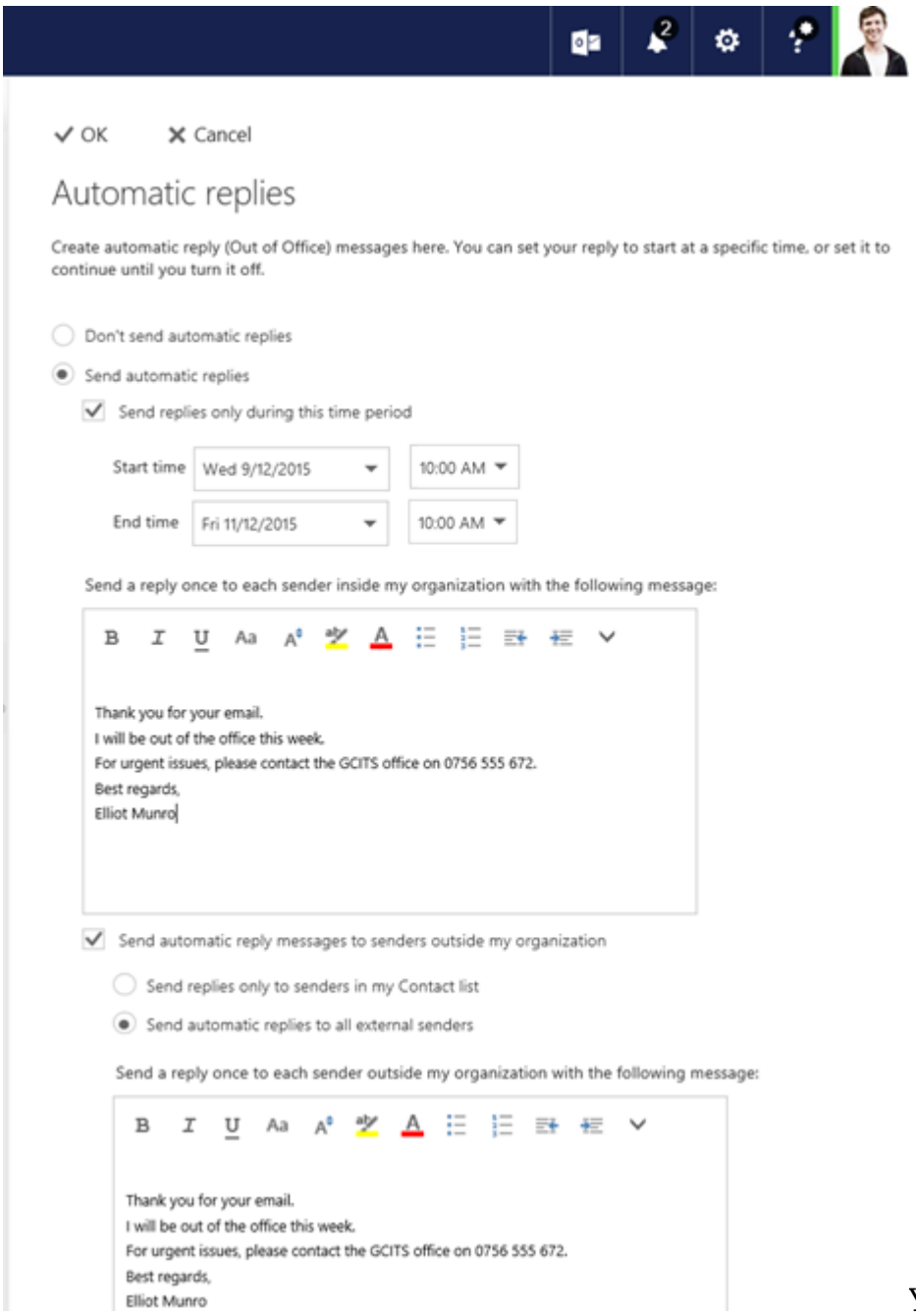
You can configure different automatic replies for senders inside or outside the organization. You can also choose to send Automatic Replies indefinitely, or during a specific time frame.

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

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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- Tags
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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
5 years ago
Attention all, these instructions have now been updated for Outlook 365