

How to set up an out of office message in Office 365

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

Automatic Replies - john@fabspider.com ✕

☐ Do not send automatic replies

☒ Send automatic replies

☐ Only send during this time range:

Start time: Wed 9/12/2015 10:00 AM

End time: Thu 10/12/2015 10:00 AM

Automatically reply once for each sender with the following messages:

 Inside My Organization

 Outside My Organization (On)

Segoe UI 8 **B** *I* U A    

Thank you for your email.

I will be out of the office this week.

For urgent issues, please contact the Fab Spider office on 01422 822 12 or email support@fabspider.com

Best regards,
John Wright

Rules... OK Cancel

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

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