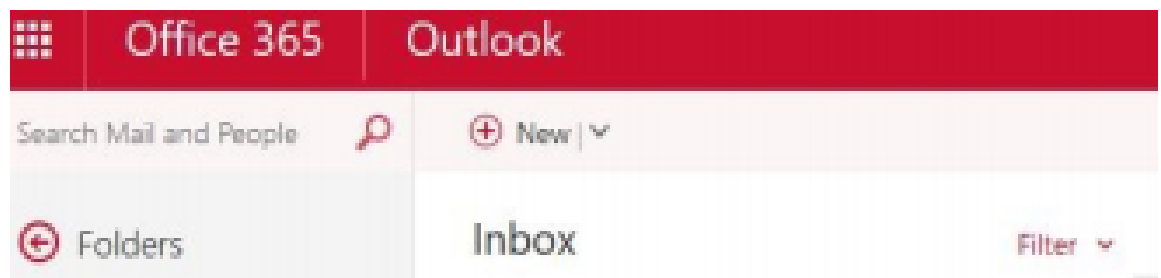


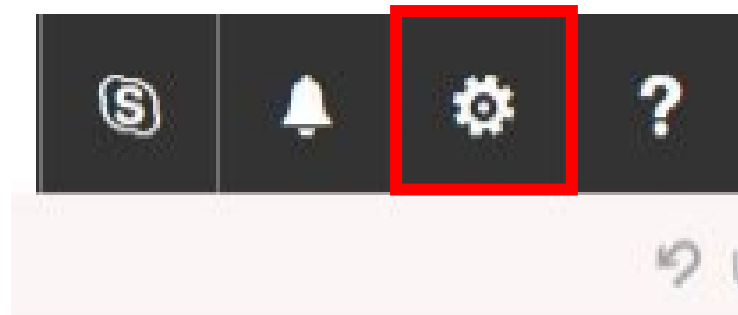
## Office 365 Web Access—Out of Office

In this tutorial we will show you how to set up automatic replies on the Outlook website.

**Step 1:** Login to [mail.semo.edu](mailto:mail.semo.edu)

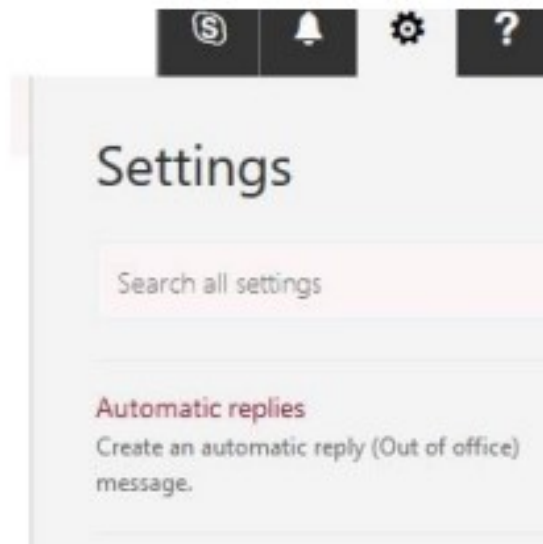


**Step 2:** Select the **Tools** button at the top-right

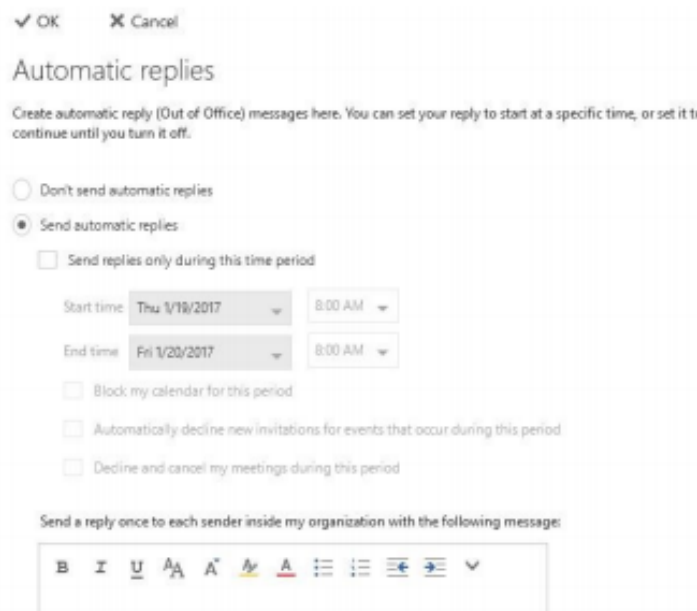


# Office 365 Web Access—Out of Office

## Step 3: Select Automatic Replies



**Step 4:** On the following screen, Click to send automatic replies and set the date range to be enabled along with the message you would like entered. (This is for internal emails only @semo.edu)

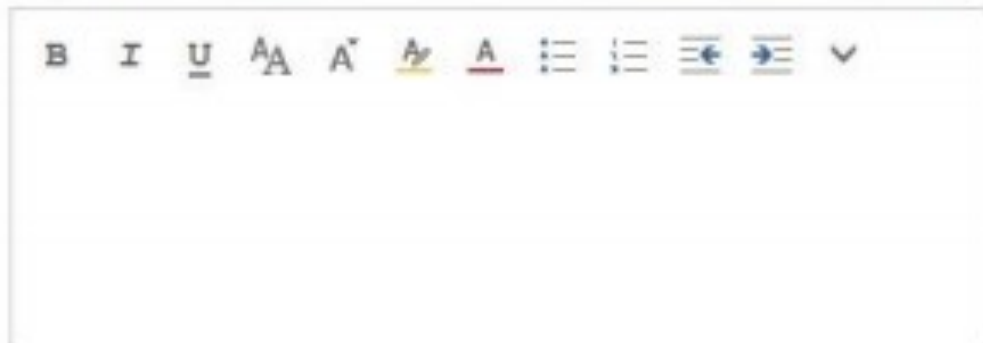
A screenshot of the 'Automatic replies' configuration dialog box. At the top, there are 'OK' and 'Cancel' buttons. The title is 'Automatic replies'. Below the title, there is a descriptive text: 'Create automatic reply (Out of Office) messages here. You can set your reply to start at a specific time, or set it to continue until you turn it off.' There are two radio buttons: 'Don't send automatic replies' (unselected) and 'Send automatic replies' (selected). Below the radio buttons, there is a checkbox 'Send replies only during this time period' which is also selected. Under this checkbox, there are two rows of date and time pickers: 'Start time' set to 'Thu 1/18/2017' at '8:00 AM' and 'End time' set to 'Fri 1/20/2017' at '8:00 AM'. Below these are three more checkboxes: 'Block my calendar for this period', 'Automatically decline new invitations for events that occur during this period', and 'Decline and cancel my meetings during this period'. At the bottom, there is a text prompt: 'Send a reply once to each sender inside my organization with the following message:' followed by a rich text editor toolbar with icons for bold, italic, underline, text color, background color, link, unlink, and list.

## Office 365 Web Access—Out of Office

**Step 5:** There is also a field to send automatic replies to all outside emails addresses, @yahoo, @gmail, @hotmail, etc.

- 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:



The image shows a rich text editor toolbar with the following icons from left to right: Bold (B), Italic (I), Underline (U), Text Color (AA), Background Color (A\*), Bulleted List, Numbered List, Indent (left arrow), Outdent (right arrow), and a dropdown arrow (v).

Didn't work for you? If your problem still persists, call the IT Help Desk at  
573-651-4357