How to Set Your Out of Office Reply in Office 365 Education
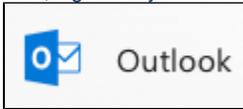
To set your "Out of Office" reply for your Office 365 mailbox, follow the steps below.

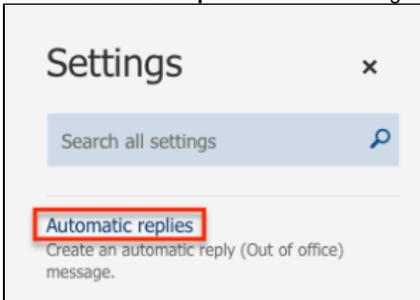## Step-by-step guide

1. First, sign-in to your Office 365 account at https://portal.office.com and select **Outlook**.

2. After your mailbox opens, click on the gear icon for **Settings** in the top right corner.


3. Select **Automatic replies** from the Settings menu when it pops up.

4. The default setting is **Don't send automatic replies**. Select the radio button next to **Send automatic replies** to turn this feature on.

5. If you only want to turn on automatic replies for a specific time period, such as while you are on vacation, select **Send replies only during this time period** and choose the start and end date/time for your automatic reply.
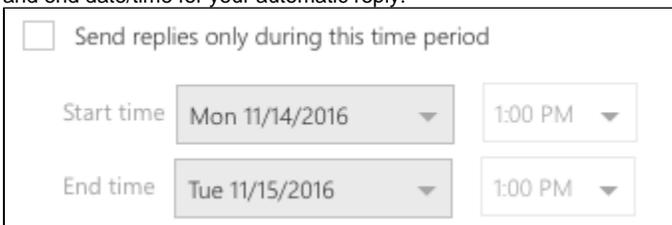
6. You can also choose to block your calendar, decline new invitations, and cancel all existing meetings during that time period. Follow the on-screen instructions for these options.
7. Enter the text for your automatic reply in the text box. You can also choose to send the automatic reply to users outside of the Missouri State network or just to your contact list.

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

☑ Send automatic reply messages to senders outside my organization

8. If you choose to send your automatic reply to external senders, you may enter a different message for those recipients.

⦿ Send automatic replies to all external senders

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

9. Click **OK** at the top of the page when you are done making changes. Your automatic reply settings have been saved.

✓ OK   ✕ Cancel

Automatic replies