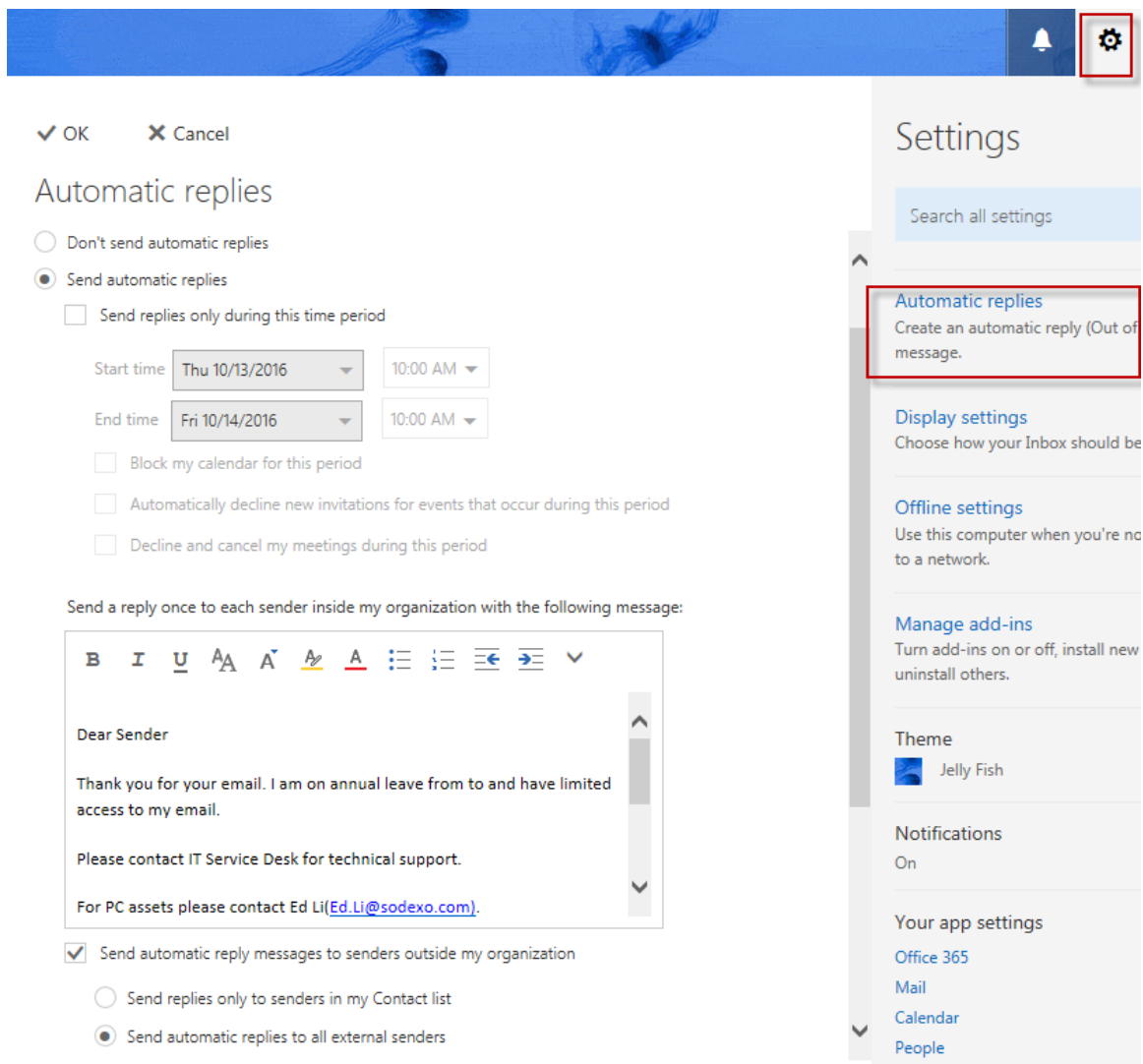


## How to set Automatic replies on OFFICE 365

This time, we show you how to set Automatic replies on OFFICE 365.

### Steps :

1. If employees complete the mailbox migration, through the company's website "http://Outlook.com/sodexo.com" to log in to your webmail.
2. Click on the right icon, a pop-up menu, click Automatic replies.



Settings

Search all settings

**Automatic replies**  
Create an automatic reply (Out of message).

Display settings  
Choose how your Inbox should be

Offline settings  
Use this computer when you're no to a network.

Manage add-ins  
Turn add-ins on or off, install new uninstall others.

Theme  
Jelly Fish

Notifications  
On

Your app settings  
Office 365  
Mail  
Calendar  
People

✓ OK    ✕ Cancel

### Automatic replies

Don't send automatic replies

Send automatic replies

Send replies only during this time period

Start time: Thu 10/13/2016 10:00 AM

End time: Fri 10/14/2016 10:00 AM

Block my calendar for this period

Automatically decline new invitations for events that occur during this period

Decline and cancel my meetings during this period

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

**B I U A A A** [List, Bulleted List, Numbered List, Indent]

Dear Sender

Thank you for your email. I am on annual leave from to and have limited access to my email.

Please contact IT Service Desk for technical support.

For PC assets please contact Ed Li([Ed.Li@sodexo.com](mailto:Ed.Li@sodexo.com)).

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

You can Set up Automatic replies according to your needs, click on top 'ok' after Setup is complete.

Options:

1. do not send automatic reply.
2. send an automatic reply.
3. Select automatic reply time.
4. Enter the auto reply message.
5. Select Automatic replies to senders outside your organization.

✓ OK    ✕ Cancel

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See you next week.