Stockton University Office 365 Instructions on how to add an Outlook away message:

PC – Office 365

• Click the "Settings" gear icon located in the top right corner of the page, then select "Automatic Replies" from the drop down menu



- Select "Send Automatic Replies," and "Send replies only during this time period," and add the date/time range that you would like the automatic reply to generate (beginning with time of leaving office on last day before leave and ending with start of shift on returning day)
- There are additional options listed for the following, if desired:
 - o Block my calendar for this period
 - o Automatically decline new invitations for events that occur during this period
 - o Decline and cancel my meetings during this period
- In the field below these options, enter your desired away message template and complete the bolded fields
- There is then an option to send automatic reply messages to individuals outside the organization as well
 - Select between whether or not to send messages to outside the organization contacts, then choose "Send replies only to senders in my Contact list" or "Send automatic replies to all external senders"
 - Then copy and paste your away message from the above text box
- Select "OK" at the top of the menu to activate

🗸 OK	🗙 Cancel
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Automatic replies

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.
Don't send automatic replies
Send automatic replies
Send replies only during this time period
Start time Fri 4/20/2018 🔤 2:00 PM 👻
End time Sat 4/21/2018 📰 2:00 PM 👻
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:
в и у 🗛 А́ 🏄 🔺 🗄 🗮 📻 🅶 🗸
If you need immediate assistance, please contact COVERAGE PERSON at EMAIL or PHONE NUMBER. Thank you. Ctrl Ctrl Ctrl Ctrl Ctrl Ctrl Ctrl Ctr
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:
B I U A_A A A A A A A A A A
If you need immediate assistance, please contact COVERAGE PERSON at EMAIL or PHONE NUMBER. Thank you.

- To test and confirm that the away message is working, open a blank e-mail and add your e-mail address in the "To" line
 - After a moment, your away message will generate at the top of the screen of the e-mail.

Coopers recipient	mith, Kevin Automatic reply: Hello, I am out of office until [
То	Coopersmith, Kevin 🗙
Cc	
Add a sub	ject