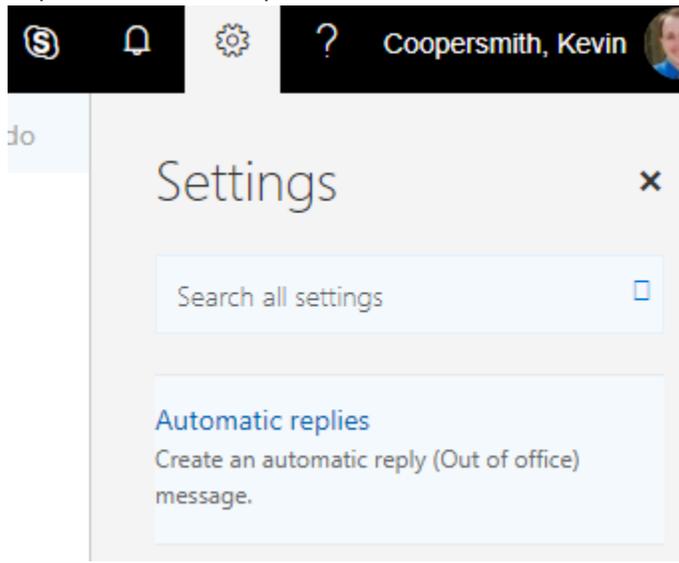


Stockton University Office 365

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:
 - 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
- 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

