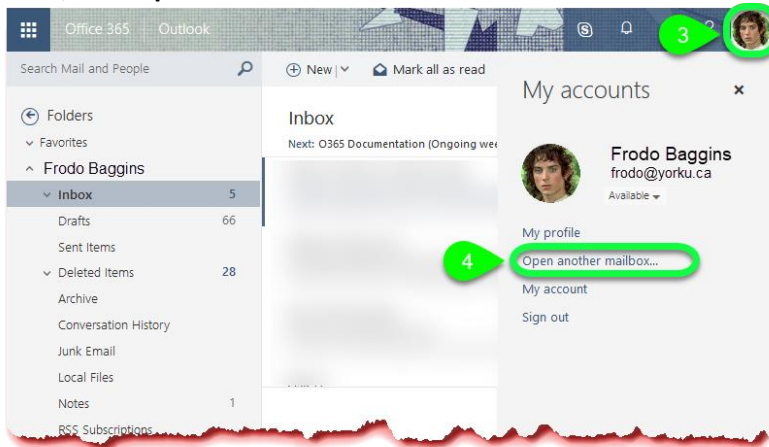
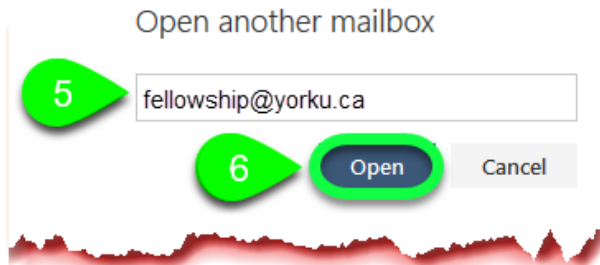


To set an automatic reply for a shared mailbox:

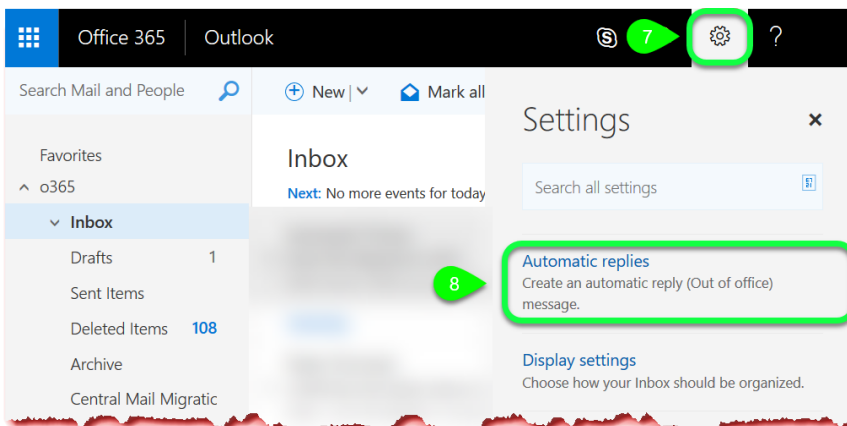
1. Log in to the Office 365 portal via www.office.com using your passport_york_username@yorku.ca + PY password
2. Open Outlook
3. Click on your profile (top right)
4. Then, click **Open another mailbox...**



5. Next, select the shared mailbox you would like to set an automatic reply for
6. Click **Open**



7. Once the mailbox opens, click **Settings** (gear icon)
8. Next click **Automatic Replies**



Setting Automatic Replies for Shared Mailboxes

9. Finally, use the following information to help set up your automatic reply:

Setting	Description
Don't send automatic replies	Select this option to turn off automatic replies.
Send automatic replies	Select this option to turn on automatic replies.
Send replies only during this time period	Select this check box, and then set a start time and end time to control when automatic replies are sent. If you don't set a time period, your automatic reply will remain on until you turn it off. You'll be reminded your automatic replies are turned on each time you sign in to your mailbox.
Send a reply once to each sender inside my organization with the following message	Use the text box to create a message that is sent only to senders who are inside your organization. This option may not be available.
Send automatic reply messages to senders outside my organization	<p>Select this check box if you want automatic replies to be sent to senders outside your organization.</p> <p>If you select the check box to send automatic replies to persons outside your organization, two other options are made available. Choose one of the following:</p> <p>Send replies only to senders in my Contacts list</p> <p>Select this to limit automatic replies to senders who are in your Contacts folder. Senders who aren't in your Contacts folder won't receive the automatic reply.</p> <p>Send replies to all external senders</p> <p>Select this to send your reply to all senders outside your organization.</p>
Send a reply once to each sender outside my organization with the following message	If you select Send replies to all external senders , in the text box type the reply message you want sent.