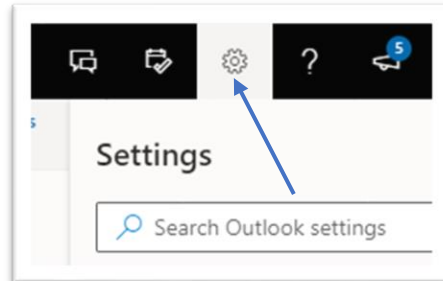
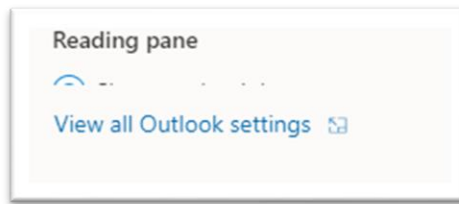


## Setup Automatic Replies Using Outlook on the Web

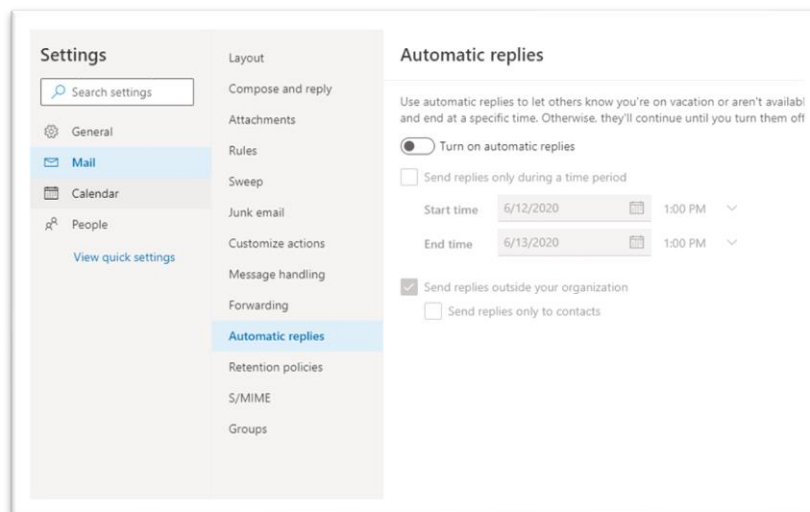
1. Click on the **Settings** icon on the top right of the web page.



2. Click on **View all Outlook settings** which is located at the bottom of the settings pane.



3. Click on **Mail** from the left pane, then choose **Automatic replies** from the menu.
4. Click the button for **Turn on automatic replies**
  - You can choose to setup a start and end date for automatic replies to be sent by checking the box for **Send replies only during a time period**.



5. Enter the content of your Automatic Reply in the **Send automatic replies inside your organization** text box.

Automatic replies on

Send replies only during a time period

Start time 6/12/2020 1:00 PM

End time 6/13/2020 1:00 PM

Send automatic replies inside your organization

Add a message here

Send replies outside your organization

Send replies only to contacts

Add a message here

6. If you would like responses to be sent to external users as well, check the box for **Send replies outside your organization**.
  - If you want replies to only go to your contacts, check the box for **Send replies only to contacts**.
7. Enter the content of your Automatic Reply to the external users.
8. Click **Save**