

<u>Knowledgebase</u> > <u>Mail</u> > <u>How to Set an Out of Office Message on a Shared Mailbox</u>

## How to Set an Out of Office Message on a Shared Mailbox

Andrew Storrs - 2020-04-03 - Mail

## Email: How to Set an Out of Office Message on a Shared Mailbox

Here are instructions for setting an out of office message on a departmental shared mailbox.

- 1. Log in to your personal Office 365 account at www.office.com.
- 2. Enter your Network ID and password to sign in to your account.
- 3. Click on Inbox.
- 4. In the upper right hand corner, click on the icon next to your name.



5. This should open a drop down window where you can select the option to Open another Mailbox



6. Type in the exact mailbox name or choose to search the directory to find your shared mailbox.



7. Once you click **Open**, you should see a new browser window open and you will now be looking at the Inbox for the shared mailbox.



8. Now you are able to click on the **Language** icon in the upper right hand corner of the window and type Auto to allow you to select **Automatic Replies**.

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	Automatic replies

9. You are now able to draft the out of office message for this mailbox. Be sure to click **Ok** to save your changes once you are finished.

√ок ×	Cancel			
Automatio	c replies			
Create automatic r continue until you	reply (Out of Office) messa turn it off.	iges here. You car	set your reply to start at	a specific time, or set it to
O Don't send aut	tomatic replies			
<ul> <li>Send automati</li> </ul>	ic replies			
✓ Send repl	ies only during this time pe	boire		
Start time	Fri 12/22/2017	9:00 AM 👻		
End time	Tue 1/2/2018	8.00 AM 👻		
Block	my calendar for this perior	d		
Autor	matically decline new invita	tions for events th	at occur during this period	d
Decision -	ne and cancel my meetings	during this parin		
	ne ono concernity meetings	oung inspire	-	
Send a reply o	once to each sender inside	my organization	with the following messa	ges
BI	U AA A A	A := := 3	<del>.</del> <del>.</del> .	
	× . A A			
This mailb	ox will be unmonitore	ed until Januar	y 2 at 0800.	
Send auto	omatic reply messages to se	enders outside my	organization	