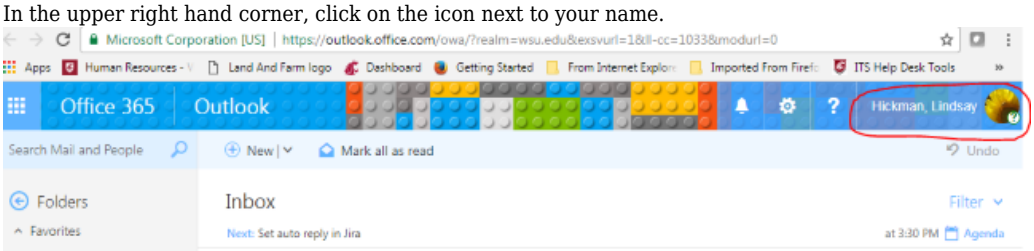
How to Set an Out of Office Message on a Shared Mailbox

Andrew Storrs - 2020-04-03 - Mail

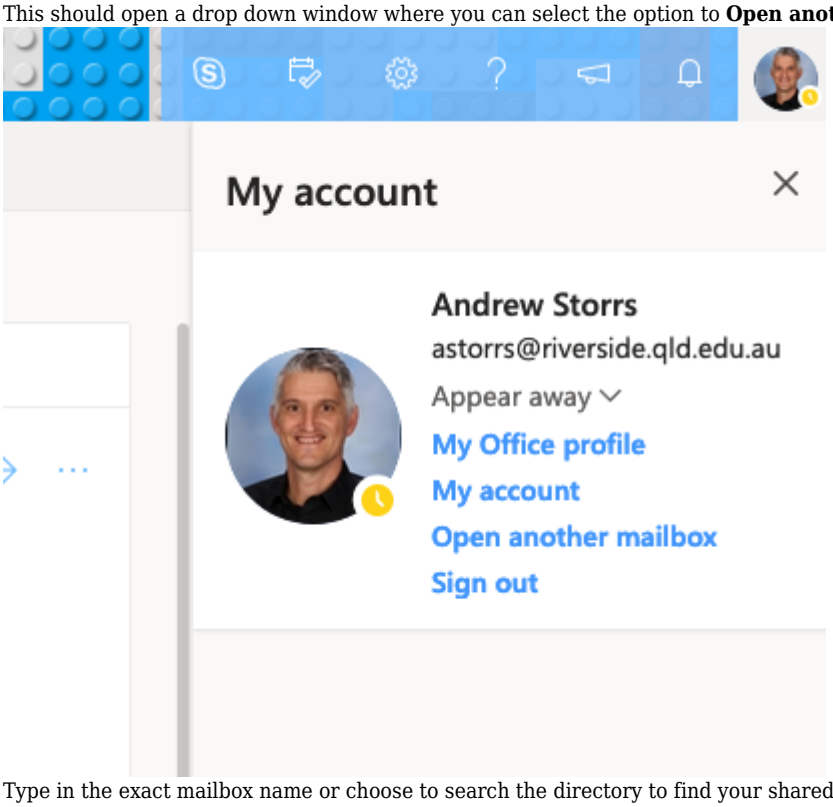
Email: How to Set an Out of Office Message on a Shared Mailbox

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

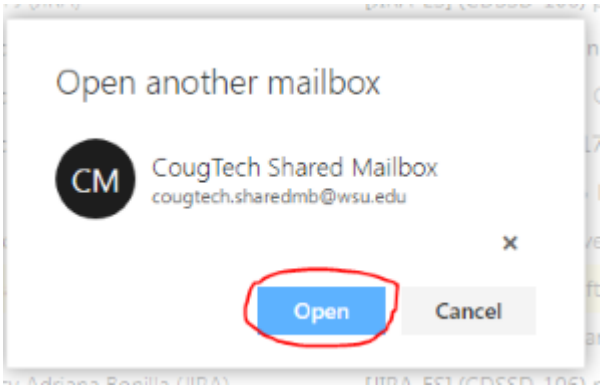
1. Log in to your personal Office 365 account at www.office.com.
2. Enter your Network ID and password to sign in to your account.
3. Click on **Inbox**.
4. In the upper right hand corner, click on the icon next to your name.



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

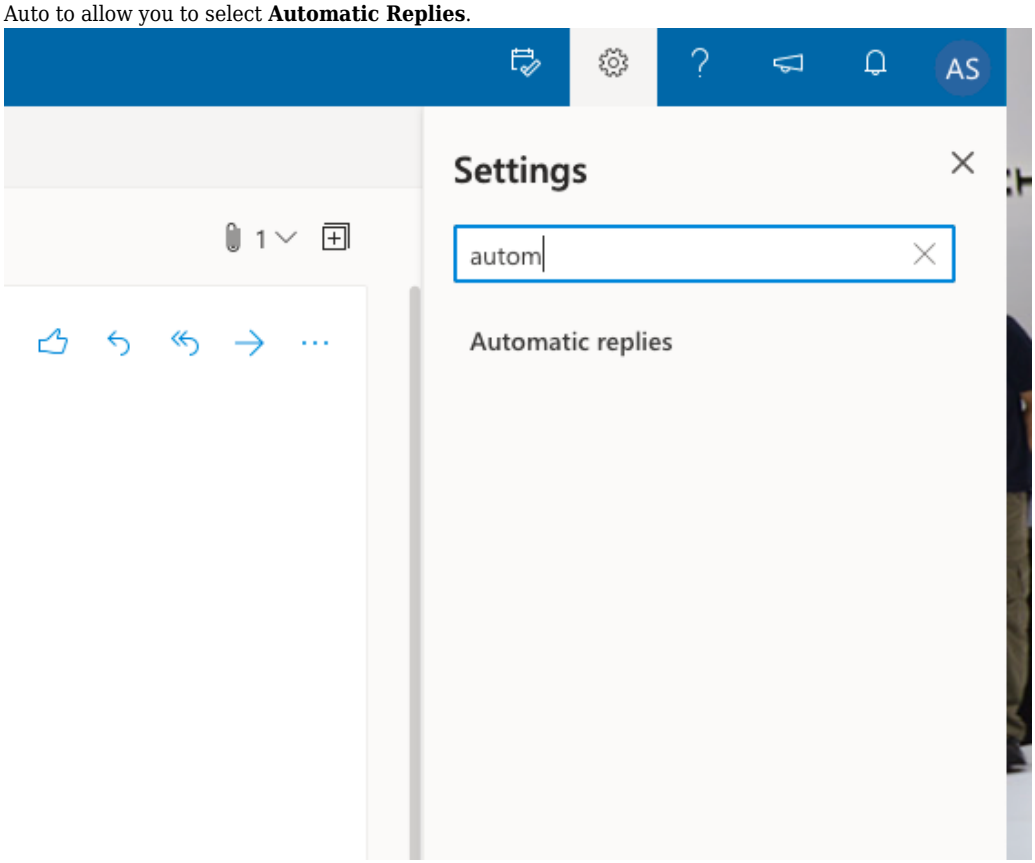


6. Type in the exact mailbox name or choose to search the directory to find your shared mailbox.

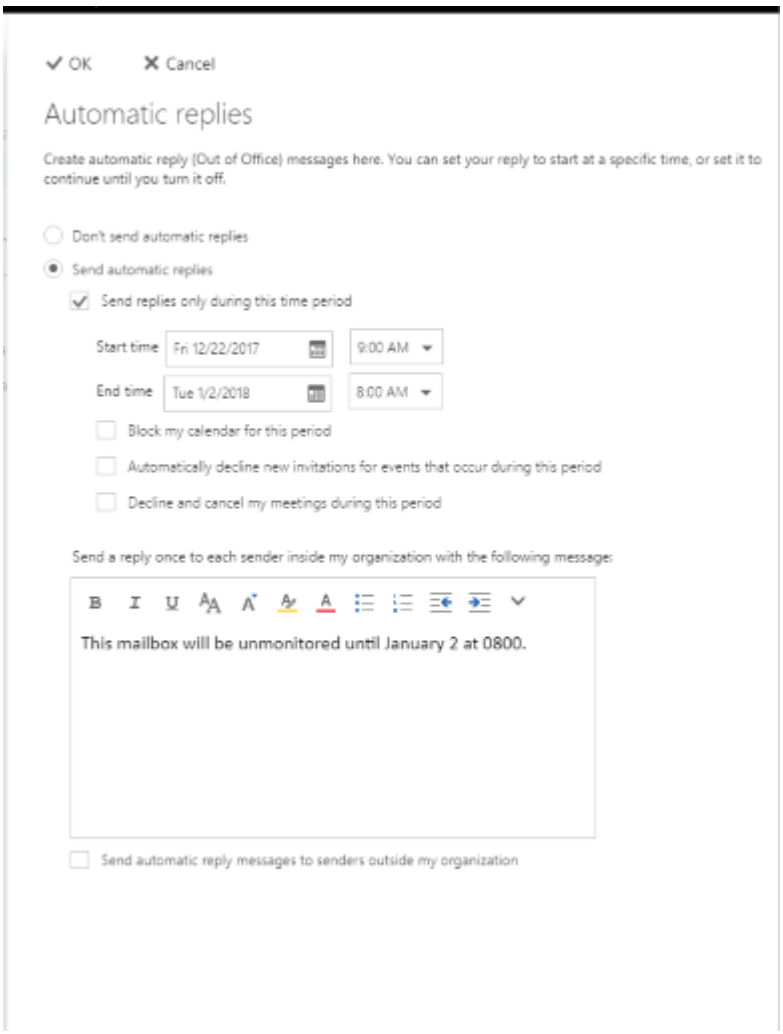


7. Once you click **Open**, you should see a new browser window open and you will now be looking at the Inbox for the shared mailbox.

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


✓ OK
✕ Cancel
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 12/22/2017
9:00 AM
End time
Tue 1/2/2018
8:00 AM
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:
This mailbox will be unmonitored until January 2 at 0800.
Send automatic reply messages to senders outside my organization