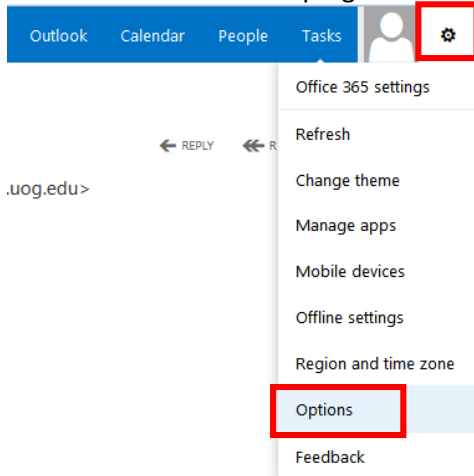# Office 365 Webmail How to Activate/Deactivate an Auto-Reply

Make sure you are signed in to your Triton Webmail.

Step 1: On webmail tabs, click on <u>settings (gear icon),</u> then click on <u>options.</u>

Note: Located top right of screen.

Step 2: Click on Automatic replies. Please see image below for exact location of link.

A. Click on "Send Automatic replies".

B. Click on Send replies only during this time period. Set starting and ending date and time of auto replies.

C. Input personalized message.

Note: Auto reply will be sent to users of Office 365 in the University that sends a message.
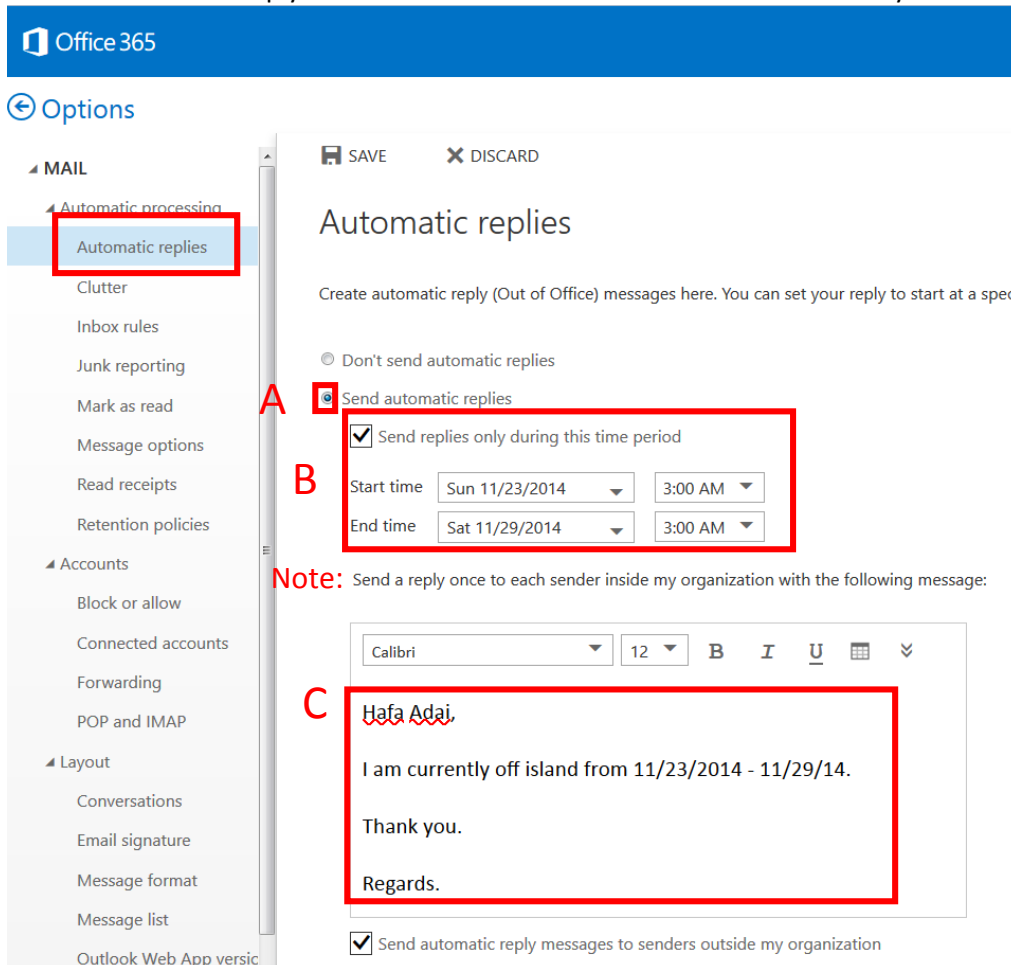
Step 3: Scroll down to input personalized message sent to outside organizations, or outside the University.

☑ Send automatic reply messages to senders outside my organization

○ Send replies only to senders in my Contacts list

◉ Send replies to all external senders

Send a reply once to each sender outside my organization with the following message:

| Calibri ▼ | 12 ▼ | **B** | *I* | U | ▦ | ⌄ |

I am currently off island from 11/23/2014 - 11/29/14.

Thank you.

Regards. 📋 (Ctrl)

Scroll up and click 💾 SAVE .

Note: To deactivate click " Don't send automatic replies". After click 💾 SAVE .

Office 365

← **Options**

◢ MAIL

   ◢ Automatic processing

      Automatic replies

      Clutter

      Inbox rules

      Junk reporting

      Mark as read

💾 SAVE ✖ DISCARD

Automatic replies

Create automatic reply (Out of Office) messages here. You

◉ Don't send automatic replies

○ Send automatic replies