



Configuring Your Away Message in Office 365

When you will not have access to email for a day or more, it is helpful to send an automatic reply to any incoming messages, explaining when you will be available. This document illustrates how to set up an “away” or “out of office” message.

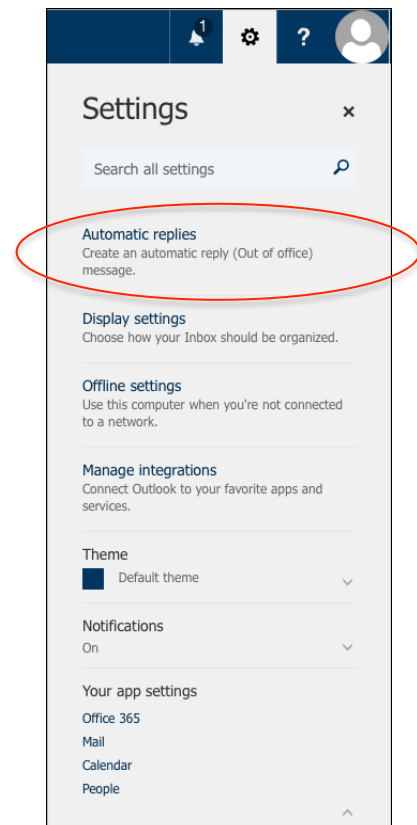
For assistance with this procedure, Faculty and Staff should contact the IT Service center at 508-999-8790 or email itscenter@umassd.edu, and Students should contact the student Help Desk at 508-999-8884, email itstudentcenter@umassd.edu, or visit the Library first floor Help Desk.

1. Open a web browser, and log into the myUMassD portal at <https://my.umassd.edu>.
2. From the Quicklaunch menu, select **Office 365**, then log in again if necessary.
3. On the Office 365 page, click the **Mail** button.
4. The Mail window is displayed, as shown here.



Click the **Settings** button in the upper right corner.

5. The settings pane opens on the right.
Click the **Automatic replies** link.





The Automatic Replies settings are displayed.

- 6. Click the **Send automatic replies** radio button.

By default, automatic replies start immediately, and continue until you turn them off. To send your away message for a specific range of dates, click to select the **Send replies only during this time period** checkbox. Then, use the controls provided to select a start date and time, and an end date and time.

Checkboxes are also available to block off your calendar, decline invitations, and cancel meetings during the away message period.

- 7. Enter your away message into the field provided.

By default, the message is sent as an automatic reply to all incoming mail. To reply only to people you know, select the **Send replies only to senders in my Contact list** radio button.

You can also specify a separate message for mail that comes from outside the organization, i.e. messages that don't come from umassd.edu email addresses.

- 8. Click **Ok** at the top of the page to save your changes, or **Cancel** to discard them. Changes take effect immediately.

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: Wed 1/11/2017 12:00 AM
 End time: Thu 1/12/2017 8:30 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:

B I U A A A A You have reached Rich Legault of CITS at UMass Dartmouth.
 I will be out of the office on Wednesday, January 11th, and I will not have access to email.
 I will respond to you message as soon as I can on Thursday.
 Thank You!

Send automatic reply messages to senders outside my organization
 Send replies only to senders in my Contact list
 Send automatic replies to all external senders

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

B I U A A A A