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.

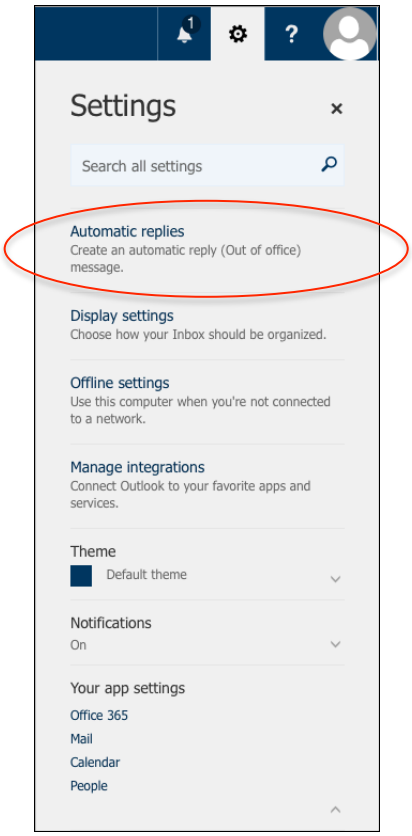
For assistance with this procedure, Faculty and Staff should contact the IT Service center at 508-999-8790 or email itscenter@umassd.edu, and Students should contact the student Help Desk at 508-999-8884, email itstudentcenter@umassd.edu, or visit the Library first floor Help Desk.

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.

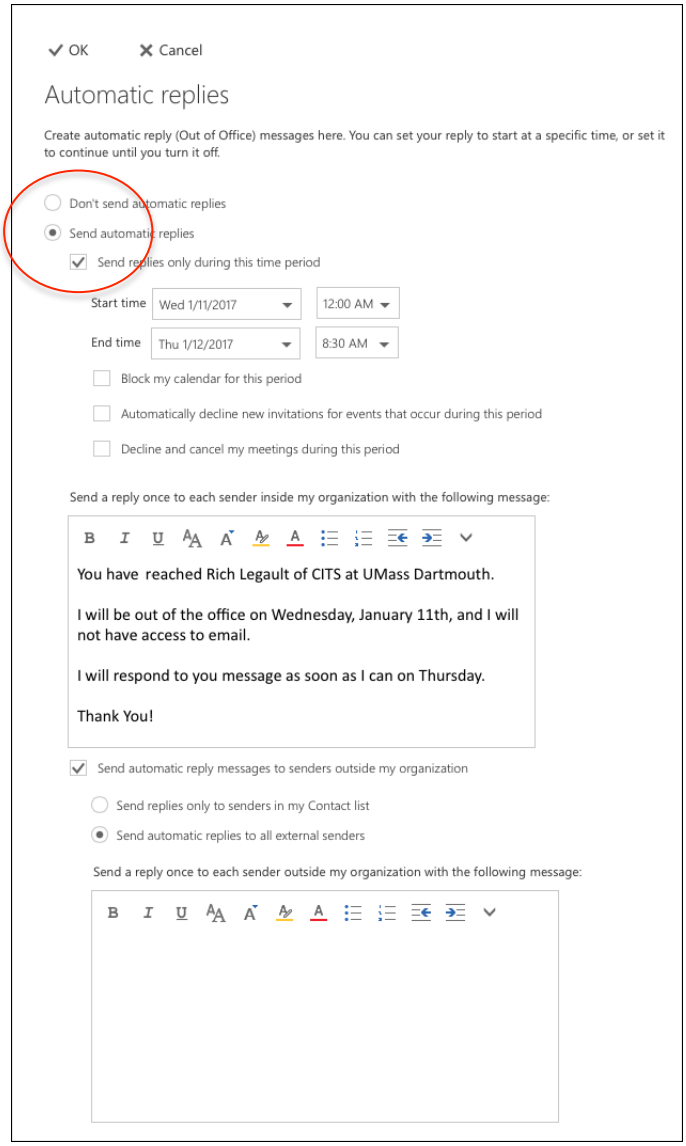


The Automatic Replies settings are displayed.

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.