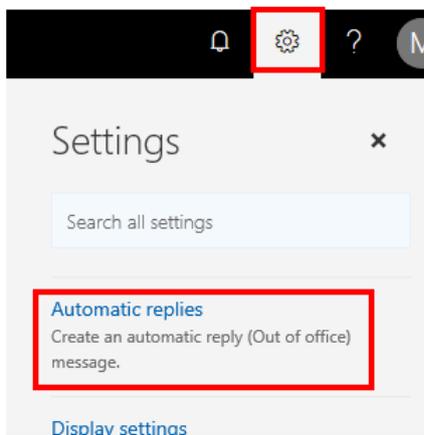


Setting up Automatic Replies (Office 365 / Hosted Exchange)

1. Open your Web Browser and go to <https://outlook.office.com>
2. Sign in with the email address and password. If you don't know or can't remember your password, please contact Visualize IT to assist you to have it reset
3. Click on the **gear icon** at the top right of the screen and then select "**Automatic replies**"



4. On the Automatic replies screen, place a dot in the circle next to "**Send automatic replies**" by clicking in the circle.

NB – You can schedule automatic replies to enable and disable automatically by checking the box next to "Send replies only during this time period" and then selecting your start and end dates and times. If you want your automatic reply to enable immediately and then disable it again yourself manually, leave the time period box unchecked.

