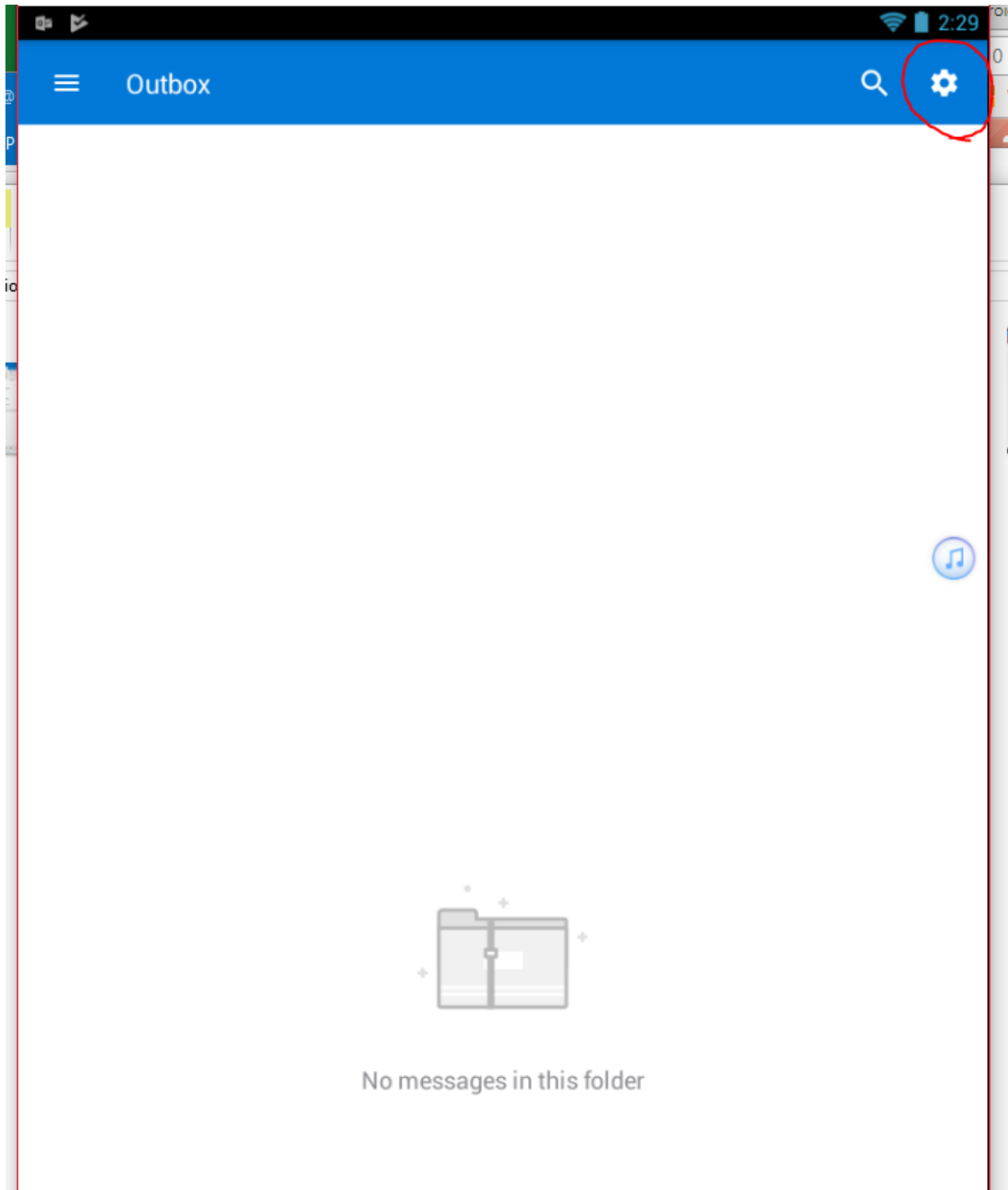
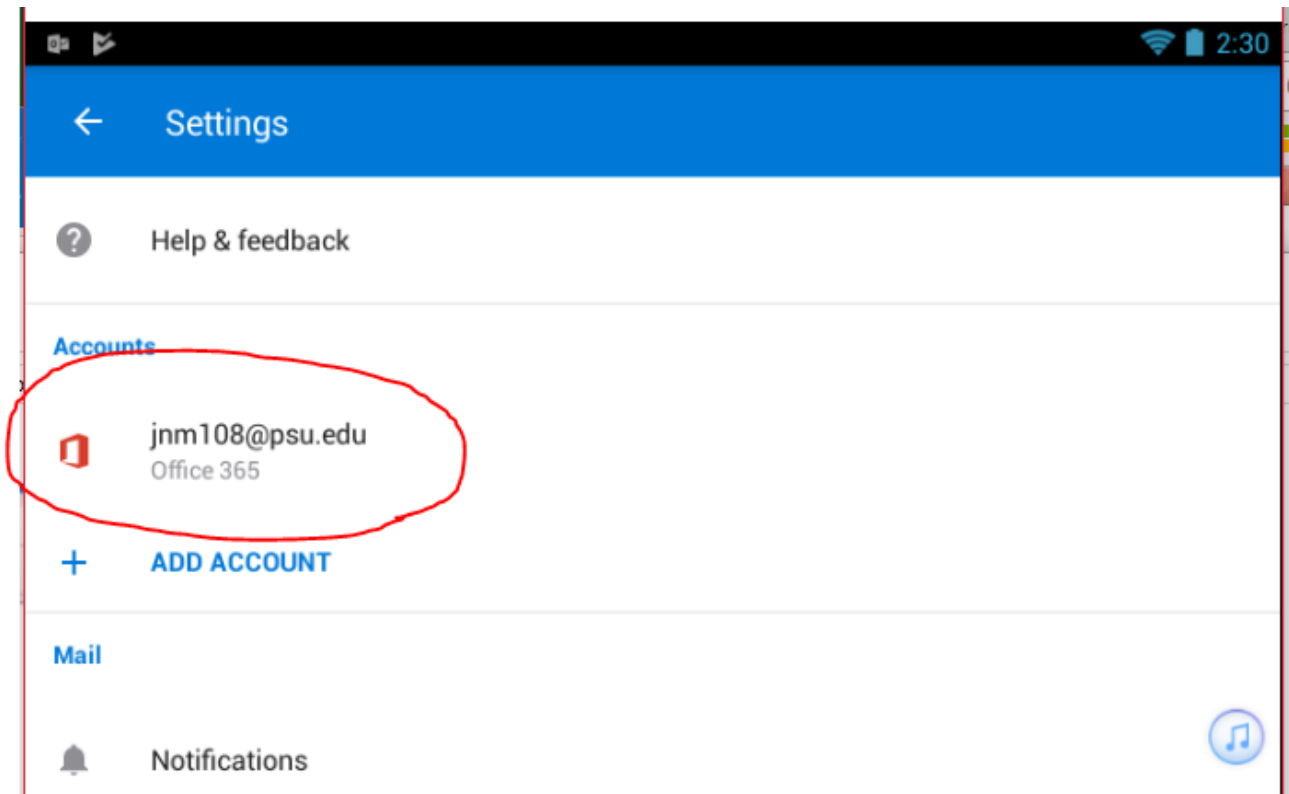


Office365: Configure an automatic reply using Outlook for Android - KB0011309

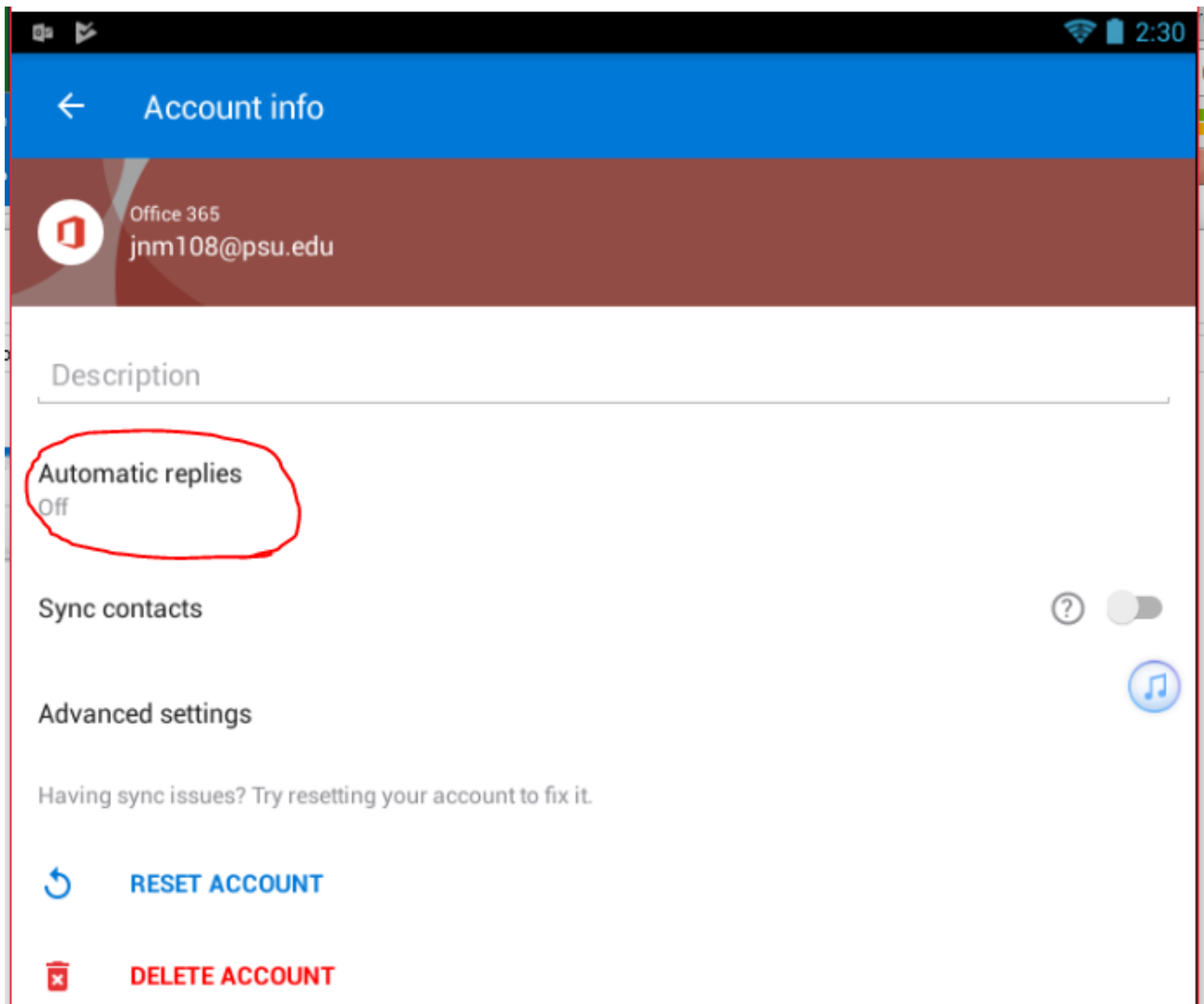
Step 1: Open the Outlook app on your mobile device and look for the gear icon on the top right of the screen.



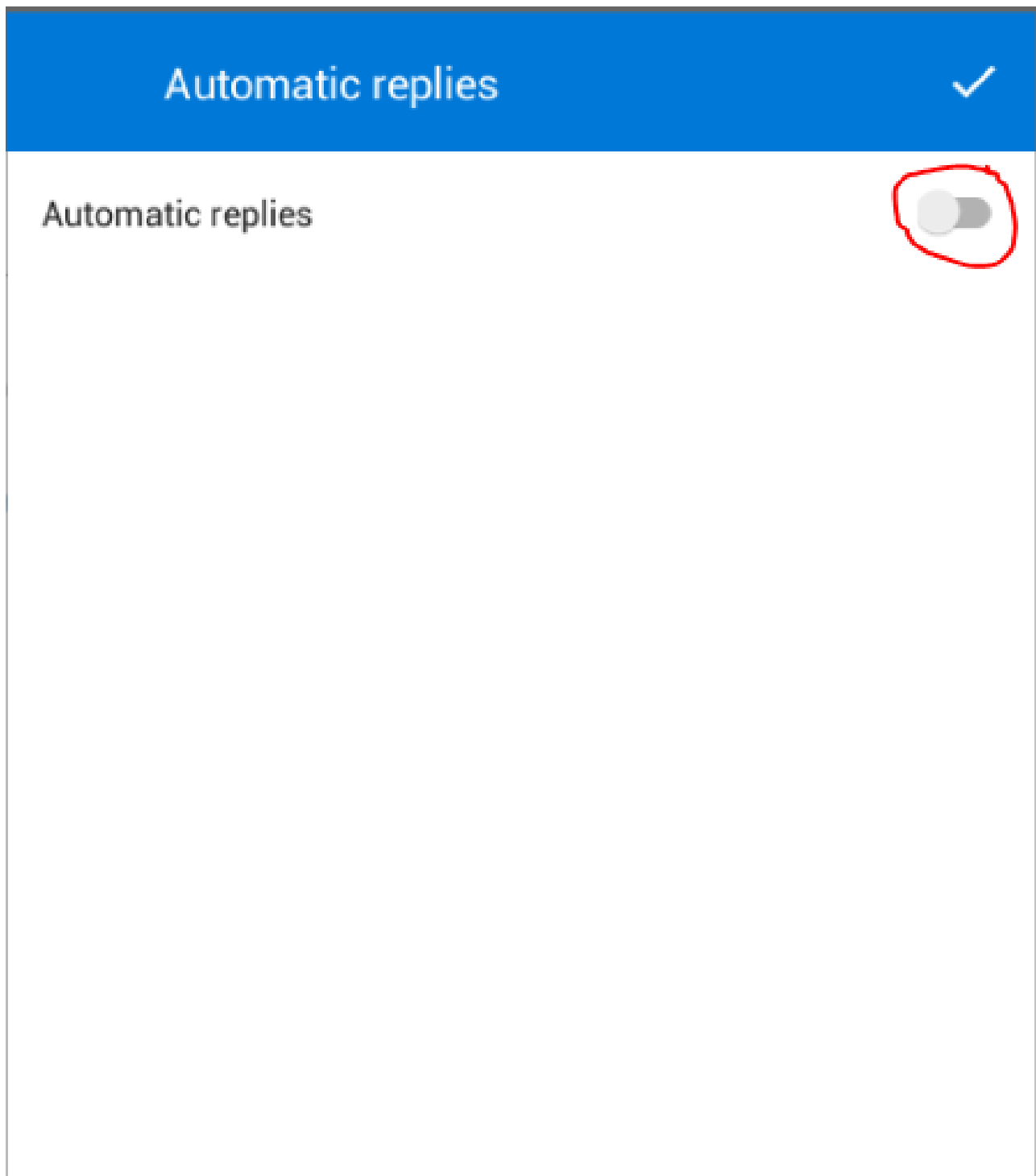
Step 2: On the settings page, click on your Office 365 Email address (jnm108@psu.edu in this example).



Step 3: This will open the Account Info pane where you will see Automatic replies listed.



Step 4: Touching Automatic replies will open the Automatic replies panel that you can now toggle to on.



Step 5: Once toggled on, you will see options including:

- a. Reply to everyone
- b. Reply only to my organization
- c. Use different messages for my organization and external senders
- d. Message panels for replying to your organization and to everyone

Automatic replies ✓

Automatic replies

Reply to everyone

Reply only to my organization

Use different messages for my organization and external senders

Reply to my organization with

I will be out of the office with no access to email until Tuesday January 16th. If you need help, please call 814-867-5309.

Reply to everyone with

I will be out of the office with no access to email on Friday December 9th. If you need help, please call 814-867-5309. Ask for Jenny.

Step 6: When you've setup the options you want, click the checkmark in the top right.

Automatic replies

Automatic replies

Reply to everyone

Reply only to my organization

Use different messages for my organization and external senders

Reply to my organization with

I will be out of the office with no access to email until Tuesday January 16th. If you need help, please call 814-867-5309.

Reply to everyone with

I will be out of the office with no access to email on Friday December 9th. If you need help, please call 814-867-5309. Ask for Jenny.

Step 7: Click OK on the next pop up to confirm your automatic replies are set up.

