

- 1. Log into the Outlook Web App at https://outlook.office365.com using your own Office 365 credentials
- 2. Click on your profile image (or placeholder image) on the top right
 - Image: Conception definition of the second seco
- 4. Type in the name or email address of the Shared Mailbox and select it

Open another mailbox		l
GC GCITS Calendar calendar@	×	re
Open	Cancel	

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3. Choose Open another mailbox

5. Click the settings cog on the top right and then click Automatic replies



6. Configure your automatic reply and you're done.

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OK X Cancel	Settings	,		
utomatic replies	Search all settings	۵		
te automatic reply (Out of Office) messages here. You can set your reply to start at a specific time, or set it t inue until you turn it off.	o ^			
Don't send automatic replies	Automatic replies Create an automatic reply (Out o message.	Automatic replies Create an automatic reply (Out of office) message.		
Send replies only during this time period	Display settings			
Start time Sat 8/04/2017 - 9:00 AM -	Choose how your Inbox should	Choose how your Inbox should be organized.		
End time Sun 9/04/2017 9.00 AM Block my calendar for this period	Manage integrations Connect Outlook to your favorit services.	Manage integrations Connect Outlook to your favorite apps and services.		
Automatically decline new invitations for events that occur during this period Decline and cancel my meetings during this period	Theme	Theme		
	Blueberry	~		
Send a reply once to each sender inside my organization with the following message:	Notifications			
BIUAAĂĂ	On			
	Your app settings			
Thank you for your email. I'm working remotely until Monday 2/5, though I will try to get back to you	Office 365			
throughout the day.	Mail			
For urgent issues, please contact the don's onlice on 1300.042.487.	Concentration			

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