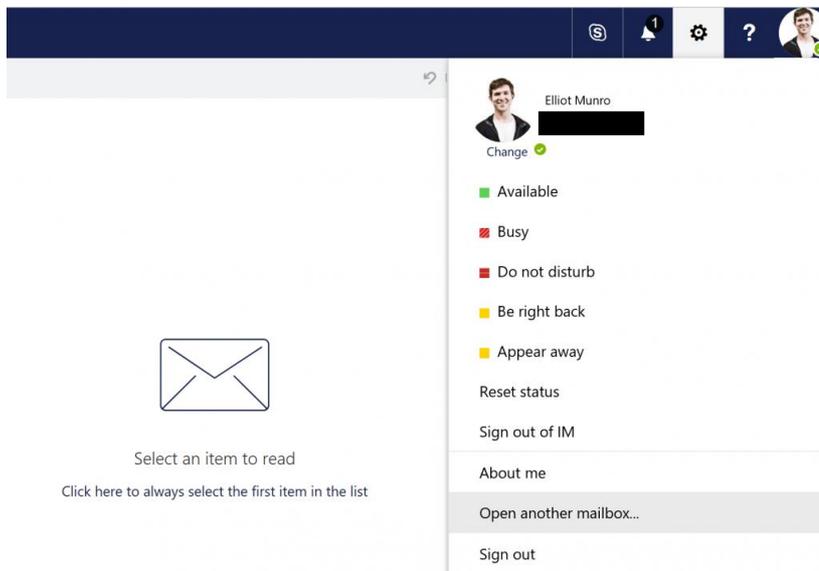


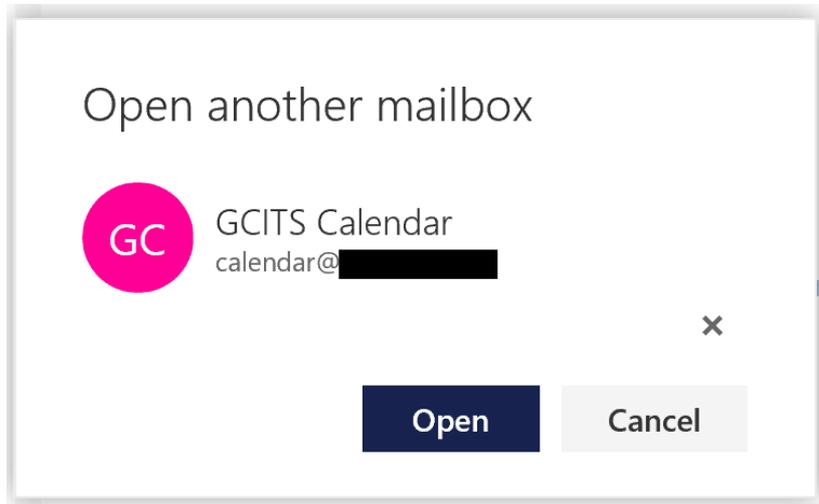
Setting Out of Office emails in 365 on a managed (Full Access) email account



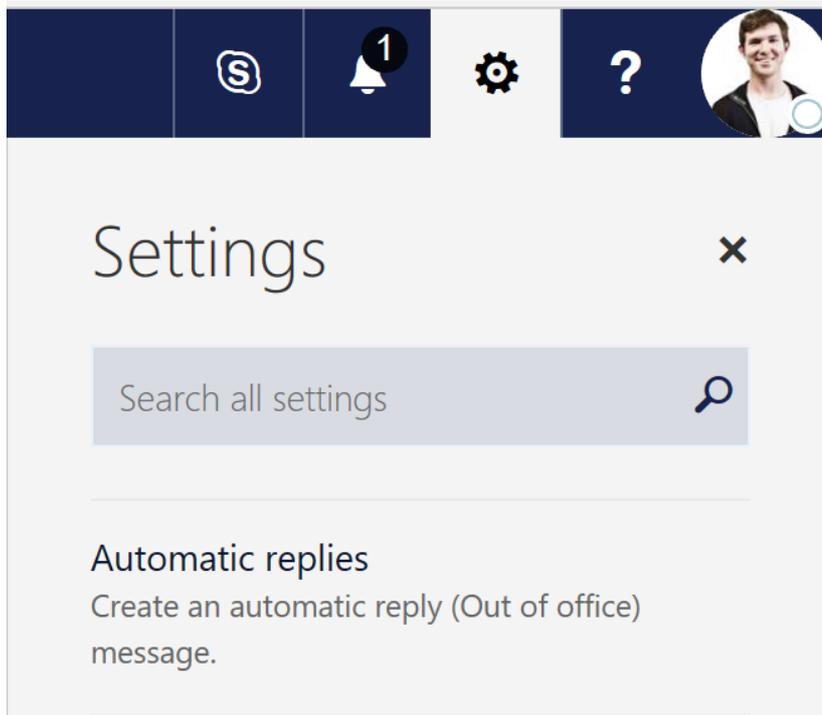
1. Log into the Outlook Web App at <https://outlook.office365.com> using **your own** Office 365 credentials
2. Click on your profile image (or placeholder image) on the top right
3. Choose **Open another mailbox**



4. Type in the name or email address of the Shared Mailbox and select it



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



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

