

Outlook: Set Automatic Replies on a Shared Mailbox

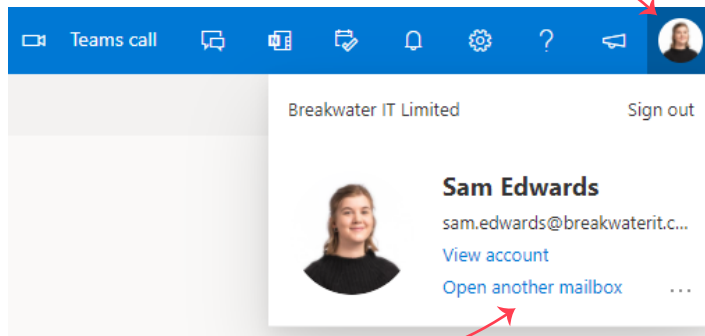
This guide will show you how to set up out of office replies on a shared mailbox in Outlook. This is perfect if, for example, you have a company wide training day and are unable to have a team member responding to a shared enquiries mailbox.

1.

Go to <https://outlook.office365.com> - if you are not automatically signed in, login using your work credentials.

2.

In the top right corner, click on your profile icon - this will either be your profile photo or a circle with your initials.



3.

Click 'Open another mailbox'. A pop-up will then appear. Enter the name or email address for the shared mailbox.

4.

The mailbox will open in a separate tab. Click on the settings cog icon on the top right toolbar.



At the bottom of the settings pop-out menu, click 'View all Outlook settings'.

5.

Make sure you are in the Email menu to the left of the pop-up window. Then click 'Automatic replies' on the secondary menu. Here you can switch on automatic replies, set time frames and write internal and external automatic replies.

6.

When you are ready, hit save.

