

Guide to setting up Auto Replies and Auto Forwards

Auto replies

1. Log into your email using <http://outlook.office365.com>



Sign in with your work or school account

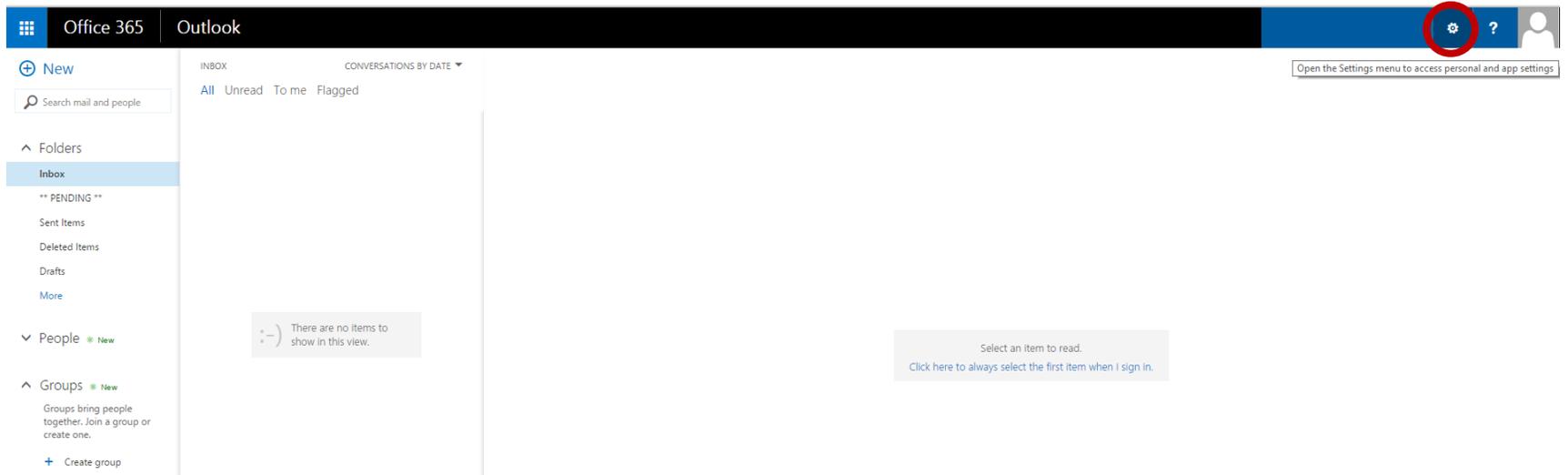
Keep me signed in

[Can't access your account?](#)

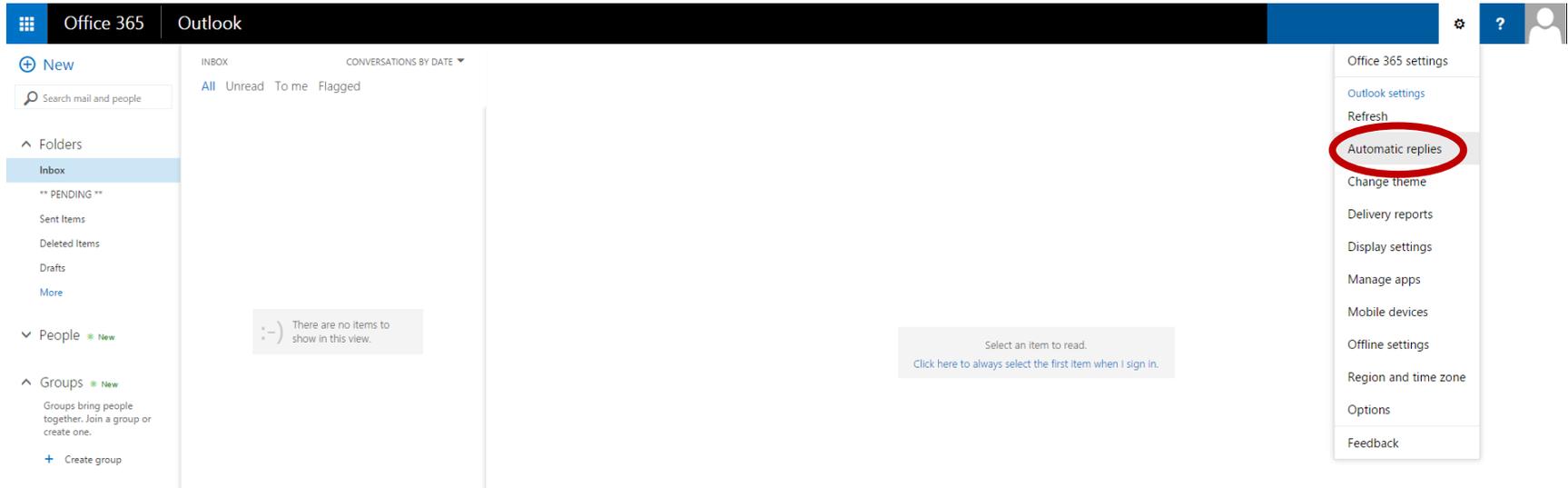


Your work or school account can be used anywhere you see this symbol. © 2015 Microsoft. [Legal](#) [Privacy](#) [Feedback](#)

2. Select the Settings (gear) icon at the top right



3. Select “Automatic replies” from the drop down



4. On the “Automatic replies” page:
 - a. Select “Send automatic replies”
 - b. Select “Send replies only during this time period”
 - c. Set the start date and time
 - d. Set the end date and time
 - e. Set your message to senders inside Healy Consultants
 - f. Select “Send automatic reply messages to senders outside my organization”
 - g. Select “Send replies to all senders”
 - h. Set your message to senders from outside Healy Consultants
5. Click “Save”

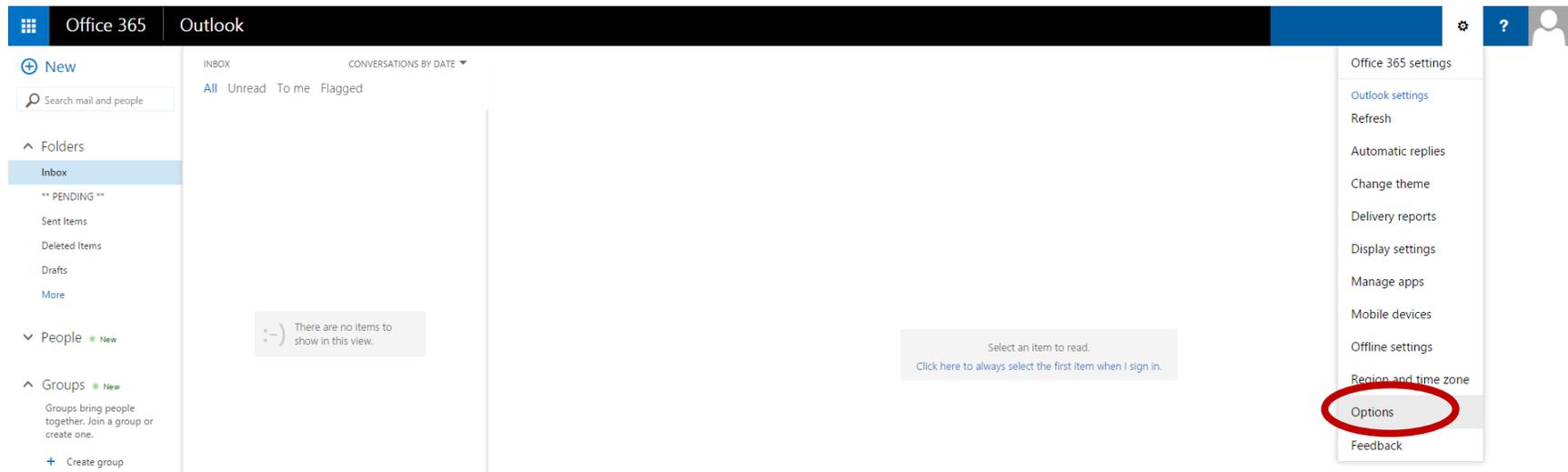
The screenshot shows the Outlook 'Automatic replies' settings page. The top navigation bar includes 'Office 365' and 'Outlook'. The left sidebar shows the 'Options' menu with 'MAIL' selected, and 'Automatic processing' expanded to 'Automatic replies'. The main content area has 'SAVE' and 'DISCARD' buttons at the top. The title is 'Automatic replies'. There are two radio buttons: 'Send automatic replies' (selected) and 'Send replies only during this time period'. Below are 'Start time' (Mon 2/2/2015, 10:00 AM) and 'End time' (Tue 2/3/2015, 10:00 AM) dropdowns. The first message template is for senders inside the organization, and the second is for senders outside. Both templates contain the text: 'I will be on leave on 27/12/2014 and will return to the office on 05/01/2014. If you need an urgent reply to your email, please email Mr. Phang Wei Xian (weixian@healyconsultants.com). I hope my absence is not a major inconvenience for you.'

Auto forwards

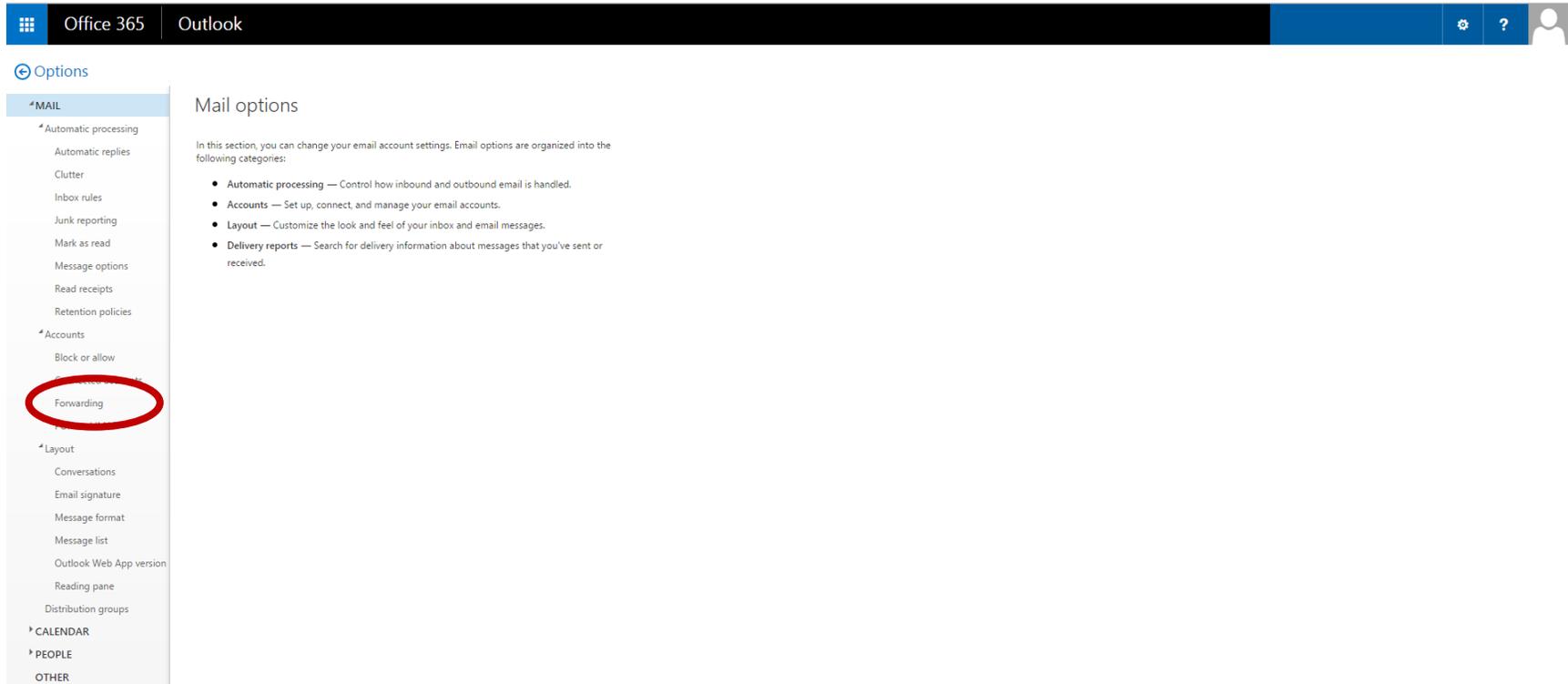
Disclaimer:

- Please only do this at the end of your day before your leave as you cannot set start date or time
- Please remember to stop forwarding as soon as you are back or your emails will continue to be forwarded

1. Select the Settings (gear) icon at the top right
2. Select "Options" from the drop down menu



3. From the left sidebar menu, select “Accounts” → “Forwarding”



4. On the “Forwarding” page
 - a. Select “Start forwarding”
 - b. Enter the email address to forward to (there can only be one)
 - c. Select “Keep a copy of forwarded messages in Outlook Web App” to ensure a copy of all forwarded emails remains in your inbox
 - d. Click “Save”

Stop auto forwards



5. To stop forwarding when you are back from leave, please select “Stop forwarding”
6. Click “Save”