

# Out of Office Autoreply for Shared Mailboxes

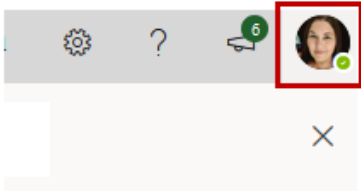
How to Add Automatic Replies to a Shared Mailbox in Office 365

## Step 1:

Log into Outlook on Office 365 <http://o365.ccsnh.edu> with your CCSNH account (the account must have access to the shared mailbox).

## Step 2:

Click on your profile picture at the top right and click **Open another mailbox**.



**Sara Tetro**  
stetro@ccsnh.edu  
Available ▾  
[My Office profile](#)  
[My account](#)  
**[Open another mailbox](#)**  
[Sign out](#)

## Step 3:

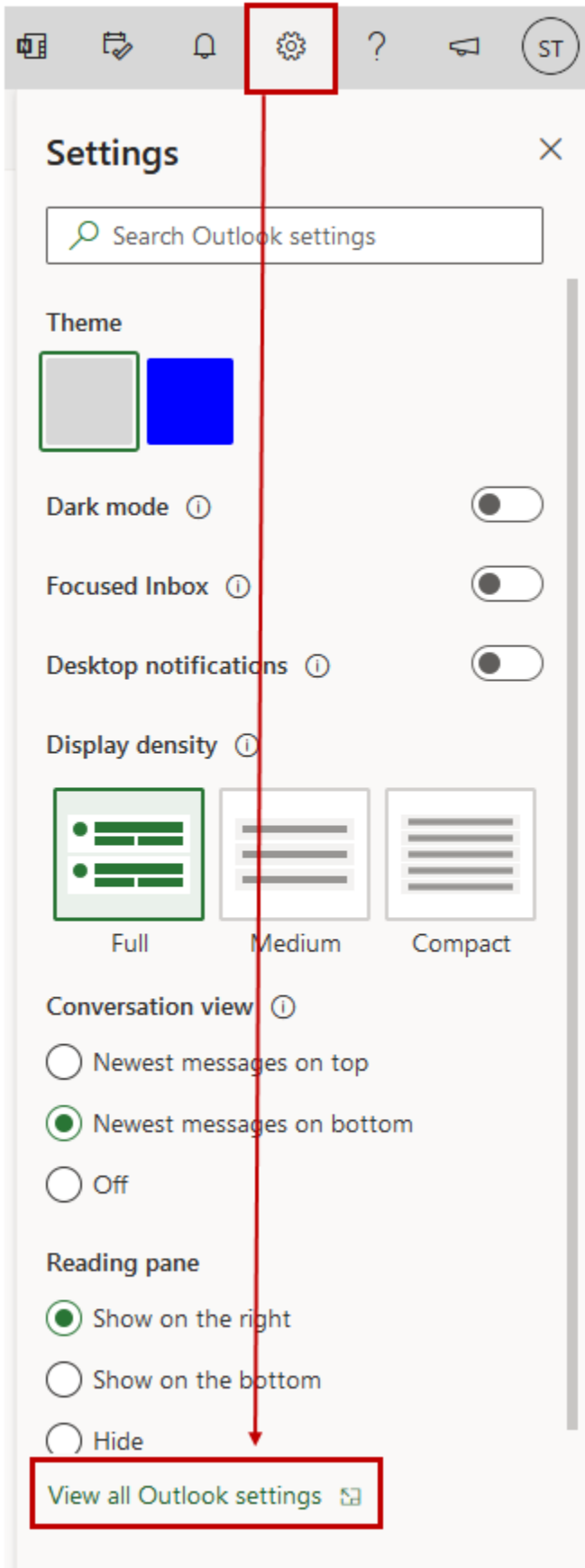
Enter the name of the shared mailbox and click **Open**.

### Open another mailbox

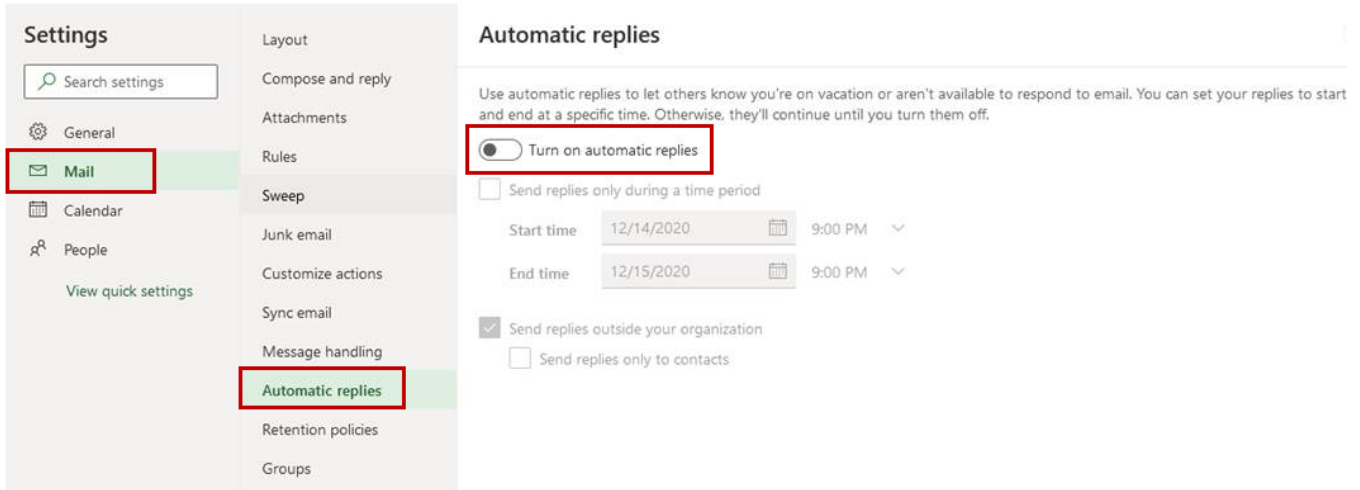
## Step 4:

After the shared mailbox opens click the settings icon at the top right and click **View all Outlook settings**.



**Step 5:**

From settings, choose **Mail**, **Automatic Replies** and click **Turn on automatic replies**.



The screenshot shows the Outlook settings interface. On the left, the 'Settings' pane is open to the 'Mail' category, with 'Automatic replies' selected. The main content area is titled 'Automatic replies' and contains the following options:

- Turn on automatic replies
- Send replies only during a time period
  - Start time: 12/14/2020 9:00 PM
  - End time: 12/15/2020 9:00 PM
- Send replies outside your organization
- Send replies only to contacts

## Related articles

- [Out of Office Autoreply for Shared Mailboxes](#)
- [Office 365 Server Settings](#)
- [How to access email on a phone](#)
- [How to Download and Install Office Applications](#)
- [How to export outlook emails to a file](#)