

How to Configure an Out of Office Reply

1. Log in to the Office 365 Portal (portal.office.com) with YourStarID@MinnState.Edu
2. Click the “Mail” icon to get you connected to your email

**If you log into email via MyATCC, you can bypass step 2

3. Click the Gear Icon  in the upper right corner to get drop down list for Settings
4. Click “Automatic Replies”
5. Click the circle next to “Send automatic replies”
6. Type your reply message in the box provided **and check the box below that section** to have the replies sent to people outside of MinnState.
 - a. If you only want the reply for a specific period of time, check “Send replies only during this time period” and select the dates, otherwise you can skip that section.
7. Click “OK” near the top to save and start sending the replies.

Another option is to use the Outlook Client

1. Log in to your email using the Outlook client
2. Click on “File” from the tabs at the top, left.
3. Click on “Automatic Replies (Out of Office)” from the Account Information section
4. Click the circle next to “Send automatic replies”
5. Type your reply message in the box provided
6. Click on the “Outside My Organization” tab
7. Check “Auto-reply to people outside my organization”, and type your message in there, too.
 - a. If you only want the reply for a specific period of time, check “Send replies only during this time period” and select the dates, otherwise you can skip that section.
8. Click “OK” near the top to save and start sending the replies.