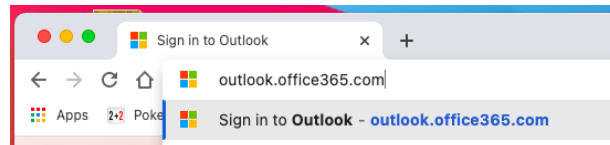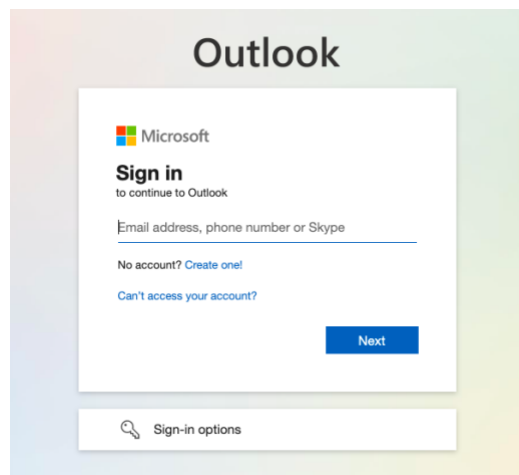## How set up your out of office automatic reply on office 365
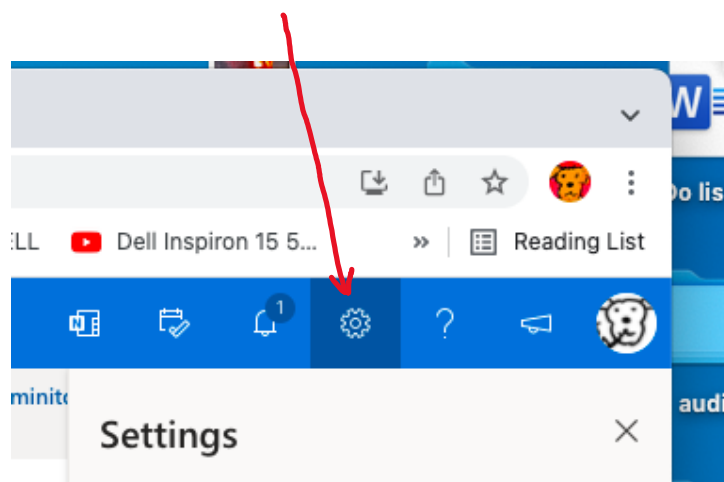
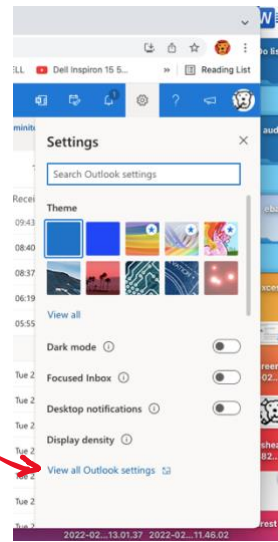1. Open a web browser and go to: outlook.office365.com

2. Sign in by entering your email address and password
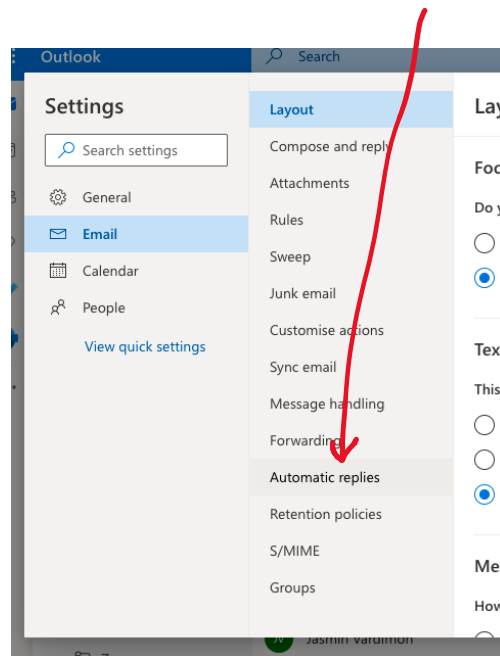

3. You will be taken to webmail where you can access your emails. From here click the small cog (settings) in the top-right area of the screen
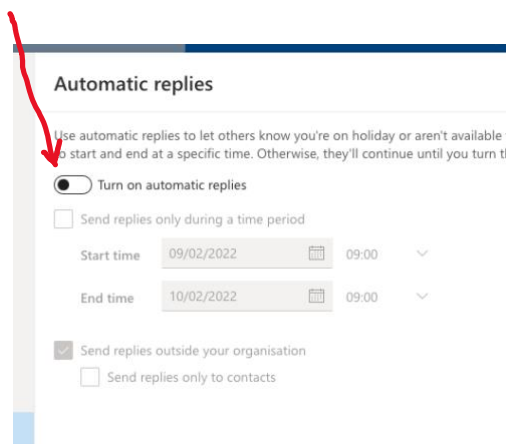
4. then click 'View all Outlook settings'

5. from the window that pops up, click on 'Automatic replies'

6. click the switch 'Turn on automatic replies'

7. Fill out both boxes for with the auto-reply message that you want people to see. N.B. the top box is what your work colleagues will see. The bottom box (more important) is what external people will see.

8. Click 'Save'

All Done!