

# Stockton University Office 365

## Instructions on how to add an Outlook away message:

### PC – Office 365

- Click the "Home" tab in the ribbon and click "Outlook" in the "Business" group. In the "Outlook" group, click "Set Up an Out of Office Message" (leaving office on last day before leave and ending with start of shift on returning day)
- [Redacted] sired:
- [Redacted] message template and complete the
- [Redacted] s to individuals outside the organization
- [Redacted] to outside the organization contacts, "Contact list" or "Send automatic replies"
- [Redacted] e above text box

- To test and confirm that the away message is working, open a blank e-mail and add