

UW- Setup/Remove Automatic Reply on the Shared Mailbox

These instructions show you how to set up and remove automatic replies for your shared mailbox. Automatic replies on the shared mailbox can be set up only using Outlook Web Access. Once the setup is complete and automatic replies are turned ON in the shared mailbox in Outlook Web Access, anyone sending emails to this shared mailbox will receive an automatic reply set up during this process.

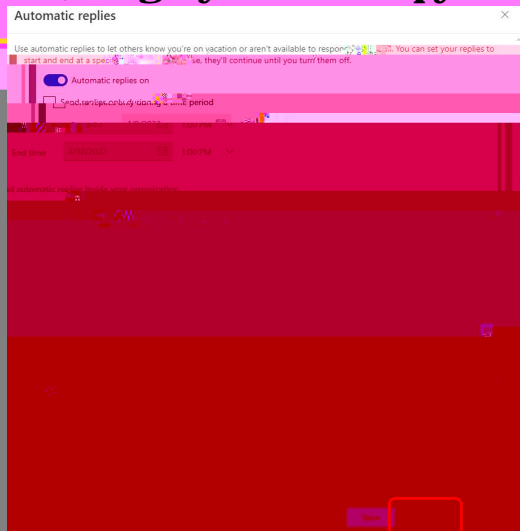
Steps to set up an automatic reply on the Shared Mailbox

- 1. Open a web browser ()**
- 2. Visit <https://outlook.office.com>**
- 3. Login with your account**
- 4. Top right of the screen, click on your initials**
- 5. Select**




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7 Now Configure your automatic replies as needed and click



Steps to enable an automatic reply on the Shared Mailbox

Follow the steps 1- 5 in the above section

1. In the automatic replies settings window, turn  the automatic replies using the toggle button
2. Click 