## Setting Away Message For Shared Email

1. Browse to Outlook.Office.com and login as yourself.



2. Once logged in, click your name that is located in the top right corner of the window.



3. Click "Open another mailbox.."

Му асс	×			
My profile	DePaolis,Angela ad3374@cabrini.edu Available 🚽			
Open another mailbox				
My account Sign out				

4. Another window will appear and type in your shared mailbox address then type OK



5. You will see your shared mailbox will be opened in a new tab. (Click the tab to open your shared mailbox.) (Note: This is how you can check your shared email from a web browser.)



8. Set up your automatic reply and then click OK.

🗸 ОК	× Cancel							
Automa	Automatic replies							
Create automatic reply (Out of Office) messages here. You can set your reply to start at a specific time, or set it to a continue until you turn it off.								
Don't send	Don't send automatic replies							
Send auto	Send automatic replies							
Send replies only during this time period								
Start t	me Tue 12/19/2017		2:00 PM 👻					
End ti	Wed 12/20/2017		2:00 PM 👻					
В	Block my calendar for this period							
A	Automatically decline new invitations for events that occur during this period							
	Decline and cancel my meetings during this period							
Send a reply once to each sender inside my organization with the following message:								
в	<u>u</u> A A .	<u>∿ A</u>	⊞ := <b>=</b> ₹	×				