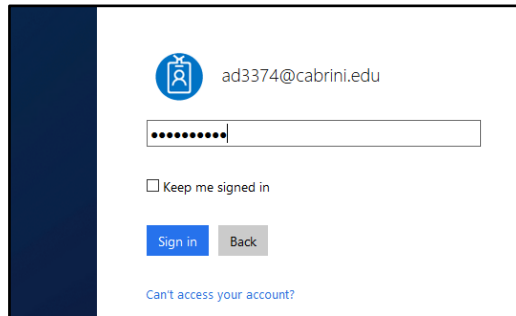
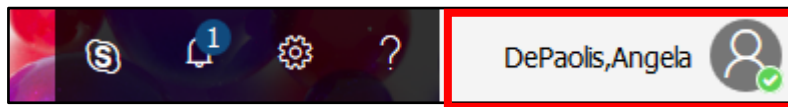


Setting Away Message For Shared Email

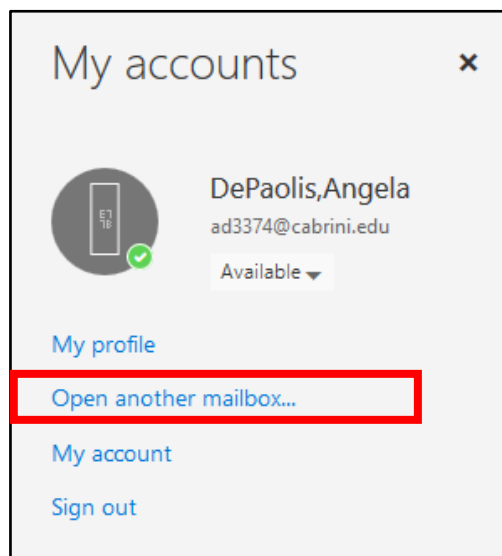
1. Browse to Outlook.Office.com and login as yourself.



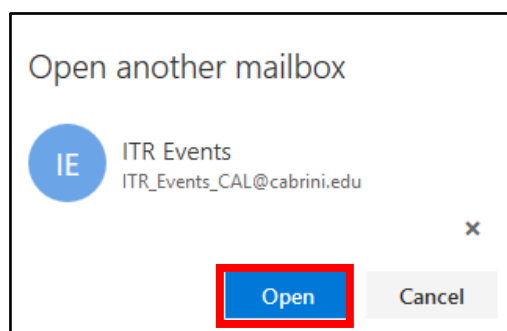
2. Once logged in, click your name that is located in the top right corner of the window.



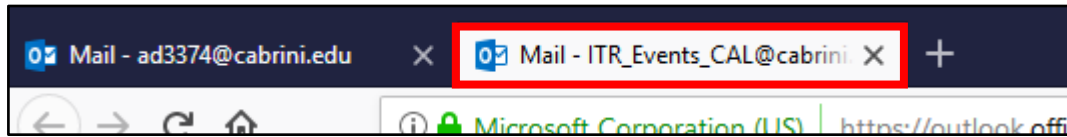
3. Click "Open another mailbox.."



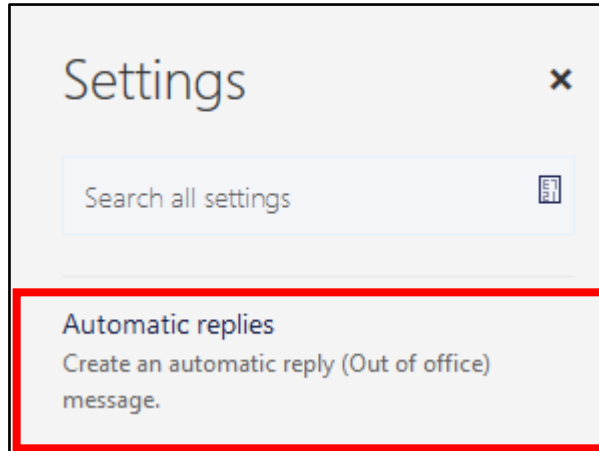
4. Another window will appear and type in your shared mailbox address then type OK



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.)



6. Click the Gear (⚙️) symbol.
7. Click the "Automatic Replies"



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

