



## Set Automatic Reply for other mailboxes

Chris Ilstrup - 2019-07-26 - Outlook

1. Login to the web interface for Outlook at: <https://outlook.office365.com/mail/inbox>
2. Click your user icon in the very upper right to expand your "My account" panel
3. Click the "Open another mailbox" link 
4. Enter the email address you'd like to work with and the password if prompted.
5. Once you've pulled up the new address, use the settings/gear icon to expand the settings panel 
6. Find the "View all Outlook settings" link at the bottom of the settings panel 
7. Use the "Automatic replies" tab to make the changes you need. Click "Save" when done. 
8. Repeat for any other accounts you need to manage.

### Tags

automatic reply  
email  
out of office  
outlook