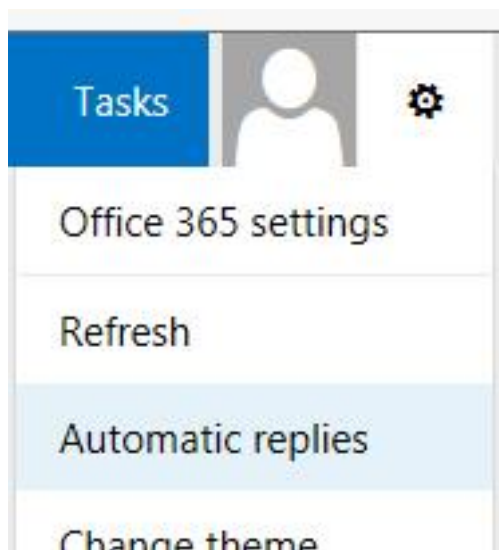


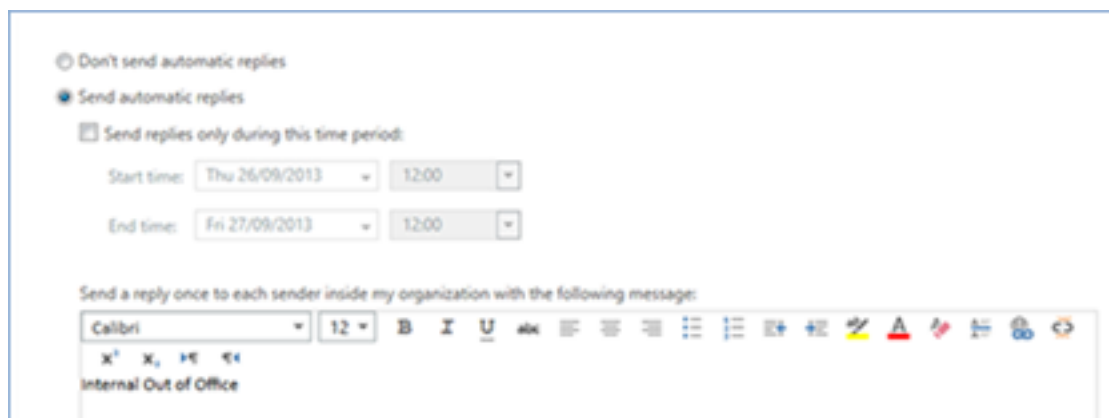
Out of Office Assistant in Office 365

To use the Out of Office Assistant:

1. Open your internet browser and go to <http://mail.lse.ac.uk>. Enter your LSE username and password and click **Sign In**
2. Click on the gear wheel button next to your name at the top of the preview pane. Click **Set automatic replies**



3. At the top of the screen click **Send automatic replies**. If relevant, set the start and end time for automatic replies to be sent by ticking the **Send replies only during this time period box and filling in the dates and times of your choice**. box and filling in the dates and times of your choice



4. Fill in your message
5. When you have finished, click **Save**



Unless you have set an end time, your out of office message will be sent indefinitely until you turn it off. Each correspondent will only receive your out of office response once.

To stop sending automatic replies:

1. Click on the gear wheel button next to your name at the top of the preview pane. Click **Set automatic replies**
2. At the top of the screen click **Don't send automatic replies**
3. When you have finished, click **Save**

You can send different messages to internal (other LSE email addresses) and external (non-LSE email addresses) correspondents if you wish. This is helpful if you need to give different details to each group. The same date and time criteria will apply equally to both groups.