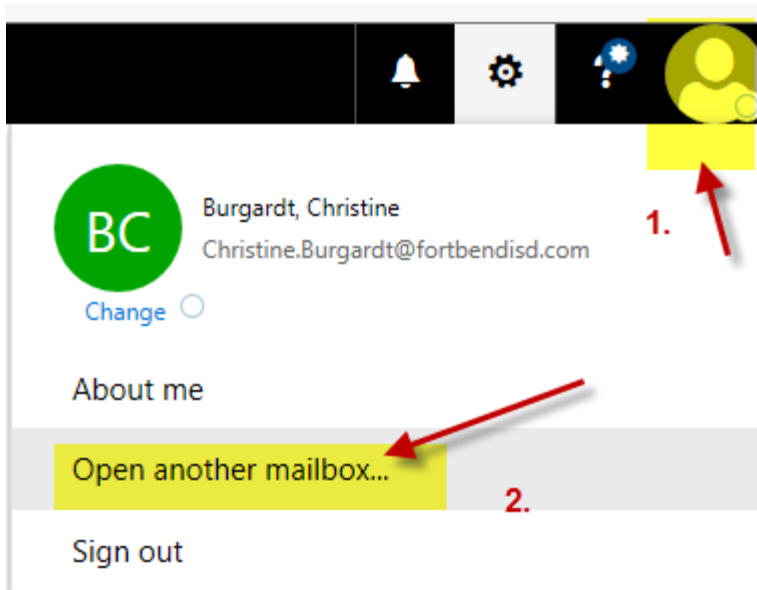


Title: How to change Out of Office on behalf of a user

Note: This step needs to be performed by signing in the office 365 portal at portal.office.com.

	Author/Owner	Peer Reviewer	Approver	Effective Date:
Name:	Nurose Mohamed			Review Date:
Title:	Sr. System Engineer			
Date:	5/13/2016			
Signature:				Supersedes:

Procedures	Screenshots
<ol style="list-style-type: none"> 1. Select Mail, click on your username in the top right 2. Click on your photo in the top right hand side and select open another mailbox from the drop down menu 	 <p>The screenshot shows the top right corner of the Office 365 portal. A user profile card for Christine Burgardt is visible. In the top right corner, there is a navigation bar with icons for Mail, Calendar, and a user profile picture. A red arrow labeled '1.' points to the user profile picture. Below the profile picture, the user's name and email address are displayed. A red arrow labeled '2.' points to the 'Open another mailbox...' option in the user profile menu.</p>

3. Enter the username for the account you wish to manage

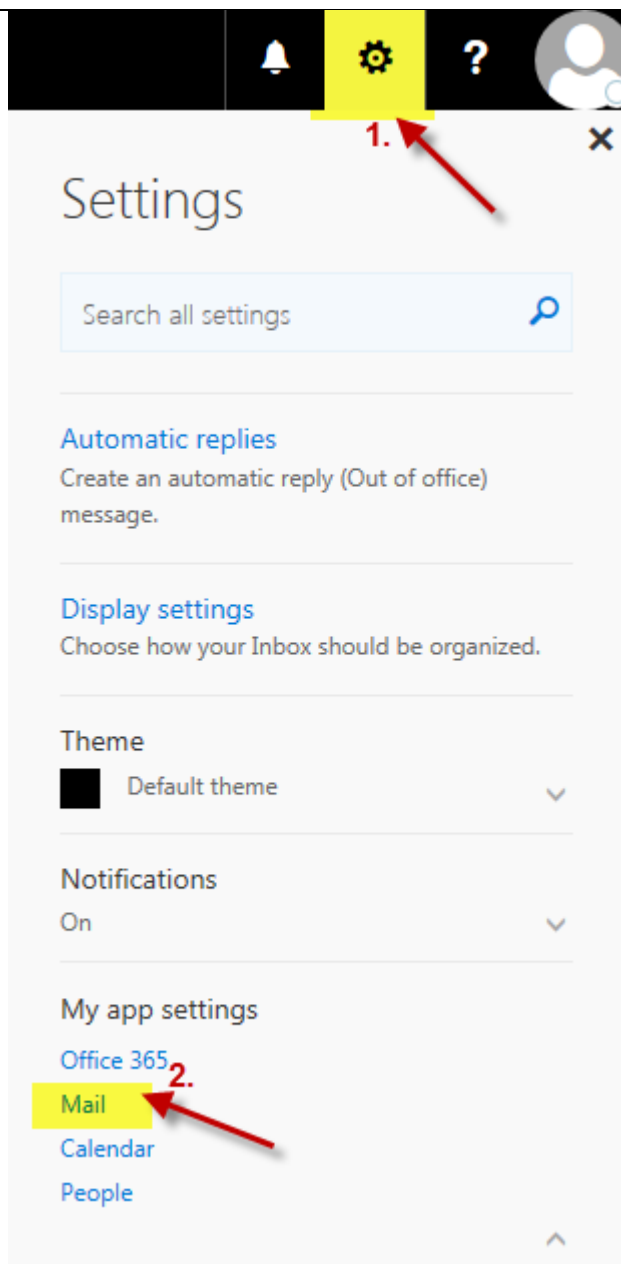
Open another mailbox

o365user01



Search Directory

4. Click on the Cog next to the username and select **Mail**



5. Select **Set automatic replies.**
6. Select **Send automatic replies.** You can now modify the out of office on behalf of the user.

Office 365 Outlook

Options

Shortcuts

General

Mail

Automatic processing

Automatic replies

Clutter

Inbox and sweep rules

Junk email reporting

Mark as read

Message options

Read receipts

Reply settings

Retention policies

Save Discard

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 continue until you turn it off.

☐ Don't send automatic replies

☒ **Send automatic replies**

☐ Send replies only during this time period

Start time: Fri 5/13/2016 3:00 PM

End time: Sat 5/14/2016 3:00 PM