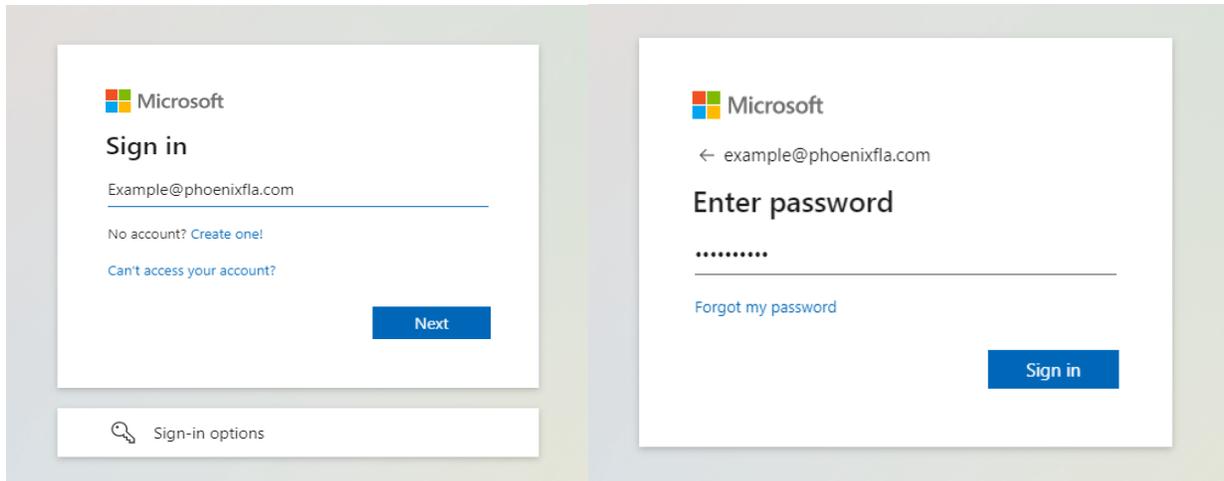


Microsoft 365 Out of Office Instructions

Step 1: Locate your email address and password provided by Phoenix IT.

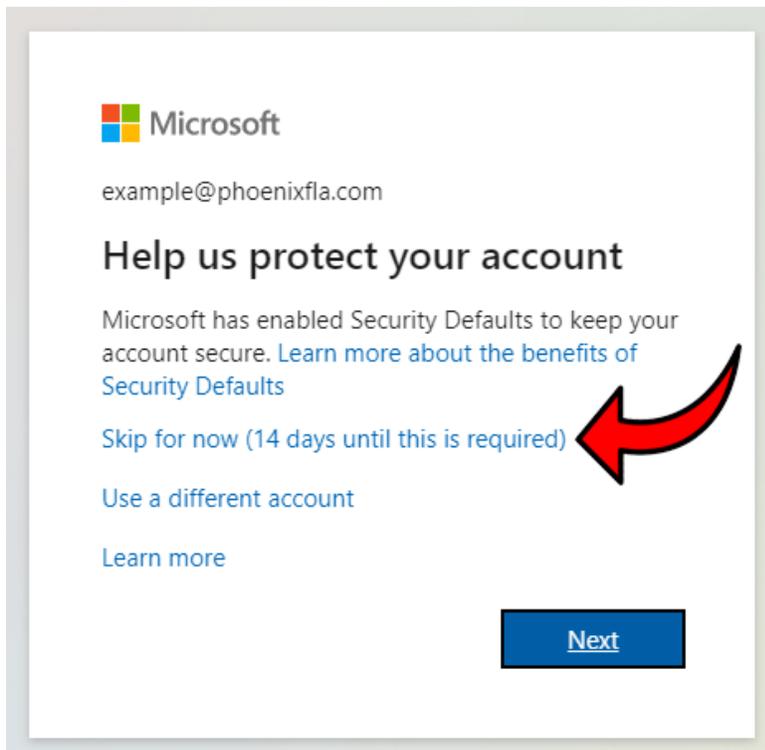
Step 2: Open a web browser and navigate to <https://portal.office.com/>

Step 3: Sign in with your provided email address and password.



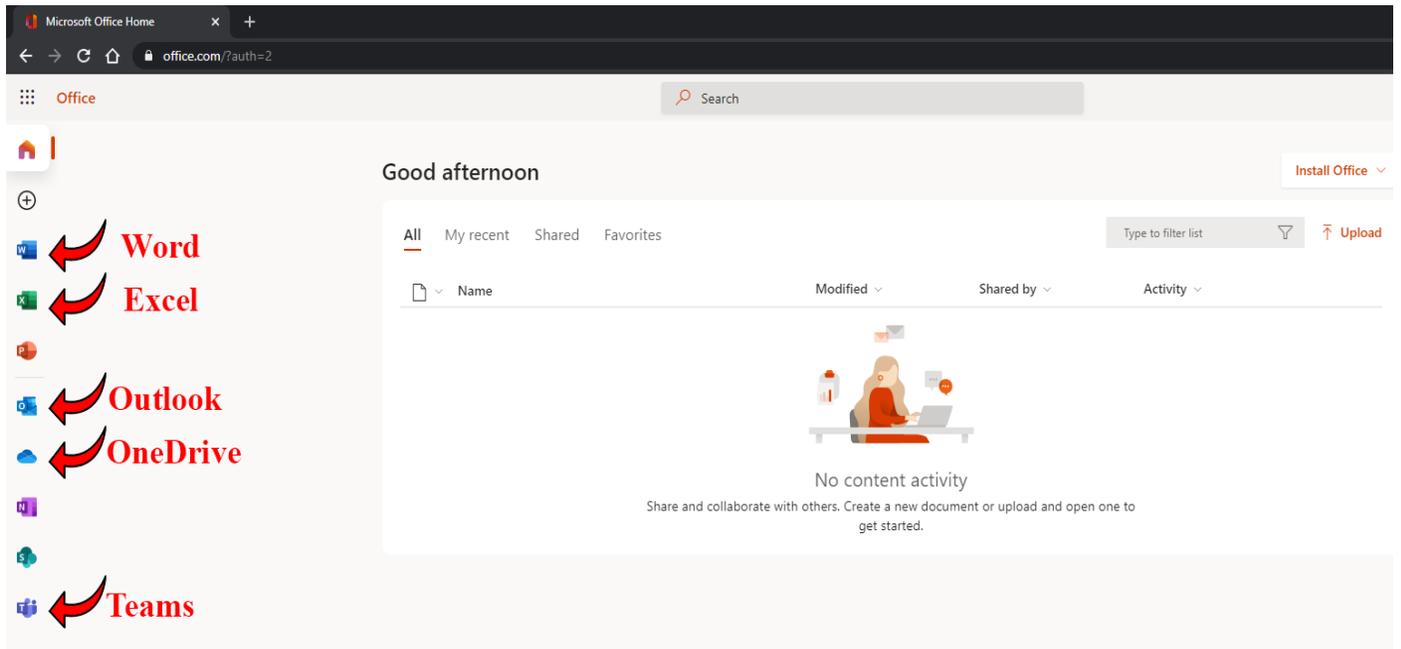
The screenshot shows two side-by-side panels of the Microsoft sign-in interface. The left panel is titled "Sign in" and shows the email address "Example@phoenixfla.com" entered in a text field. Below the field are links for "No account? Create one!" and "Can't access your account?". A blue "Next" button is at the bottom right. The right panel is titled "Enter password" and shows the email address "example@phoenixfla.com" at the top. Below it is a password field with masked characters ".....". A link for "Forgot my password" is below the field. A blue "Sign in" button is at the bottom right. At the bottom left of the entire interface is a "Sign-in options" link with a magnifying glass icon.

Step 4: Select Skip for now.

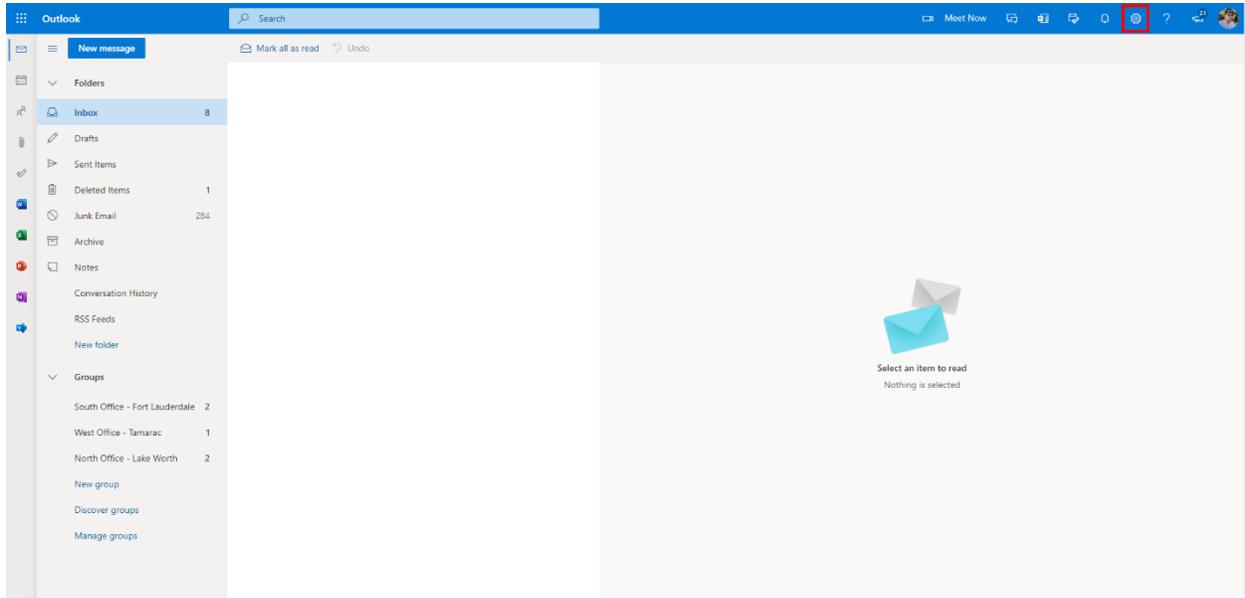


The screenshot shows a Microsoft notification screen titled "Help us protect your account". It displays the email address "example@phoenixfla.com". The main heading is "Help us protect your account". Below this, it states "Microsoft has enabled Security Defaults to keep your account secure. [Learn more about the benefits of Security Defaults](#)". There are three options: "Skip for now (14 days until this is required)", "Use a different account", and "Learn more". A large red arrow points to the "Skip for now" option. A blue "Next" button is at the bottom center.

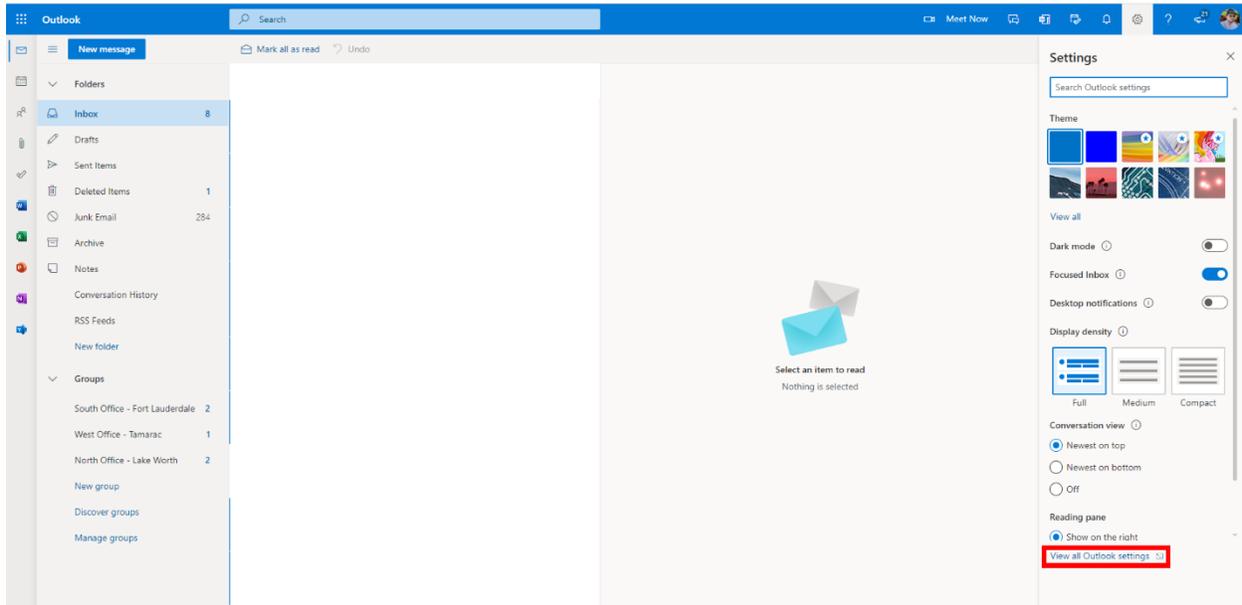
Step 5: You are now signed into your Microsoft 365 Homepage. From here you open Outlook.



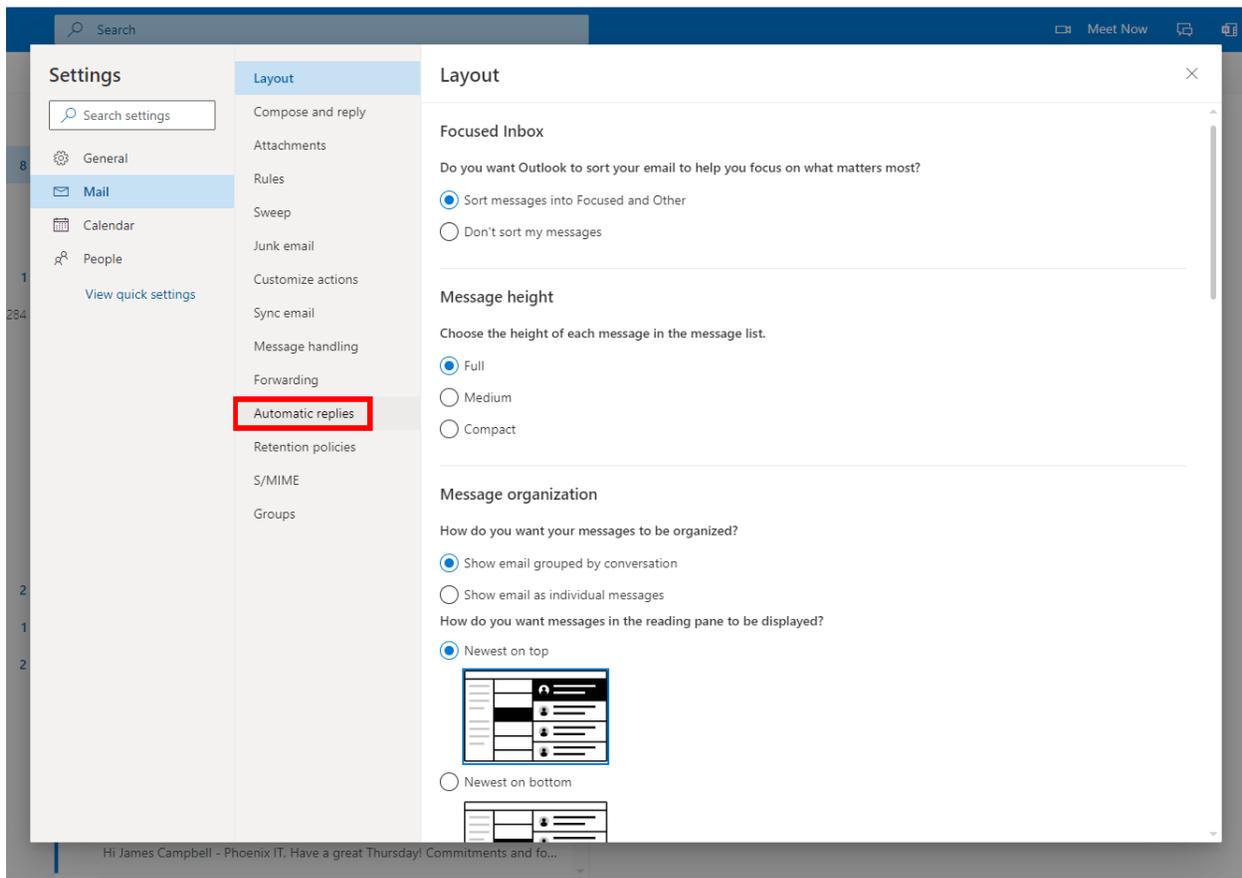
Step 6: Click on the “Gear Icon” on the top right of Outlook.



Step 7: Click on “View all Outlook Settings” on the bottom right corner.



Step 8: Click on “Automatic Replies” out of the list of settings.



Step 9: To turn “On” Auto-Reply click “Automatic Replies On” slider.

Then fill in BOTH text boxes with what you want your message to say.

(Please make sure your message includes the length of time you are away, whom to contact in your absence, as well as the main office number.)

When finished click “Save” below the text boxes.

The screenshot shows the Outlook 'Automatic replies' settings window. On the left is the 'Settings' sidebar with 'Mail' selected. The main pane is titled 'Automatic replies' and contains the following elements:

- A toggle switch for 'Automatic replies on' which is currently turned on.
- An unchecked checkbox for 'Send replies only during a time period'.
- Fields for 'Start time' (6/17/2021, 2:00 PM) and 'End time' (6/18/2021, 2:00 PM).
- A section titled 'Send automatic replies inside your organization' with a rich text editor.
- A checked checkbox for 'Send replies outside your organization'.
- An unchecked checkbox for 'Send replies only to contacts'.
- A second rich text editor for replies to external contacts.
- 'Save' and 'Discard' buttons at the bottom right.

Red boxes highlight the 'Automatic replies on' toggle, the 'Send replies outside your organization' checkbox, both text editors, and the 'Save' button.

Step 10: To turn “Off” Auto-Reply when you arrive back in the office, refollow the instructions steps 1-8. Then on Step 9 turn “Off” the “Automatic Replies On” slider. And click “Save” below the text boxes.

The screenshot displays the Outlook 'Settings' application window. On the left, the 'Settings' sidebar is visible with 'Mail' selected. The main pane shows the 'Automatic replies' settings. At the top, the 'Automatic replies on' toggle is turned on and is highlighted with a red box. Below this, there are options for 'Send replies only during a time period' with start and end times set to 6/17/2021 and 6/18/2021 at 2:00 PM. There are two rich text editors for composing replies, one for 'Send automatic replies inside your organization' and another for 'Send replies outside your organization'. At the bottom right, the 'Save' button is highlighted with a red box, and the 'Discard' button is also visible.