

# How to set up automatic replies on webmail Outlook

When you cannot log in to your Outlook online account to receive and reply to messages, the automatic mail function helps senders to contact you in other ways.

In addition to Gmail, the popular online email sending and receiving service, Outlook is also used by many users. Through a single Microsoft account, we can connect to other services like Outlook, Skype, OneDrive, services using online Office documents, .

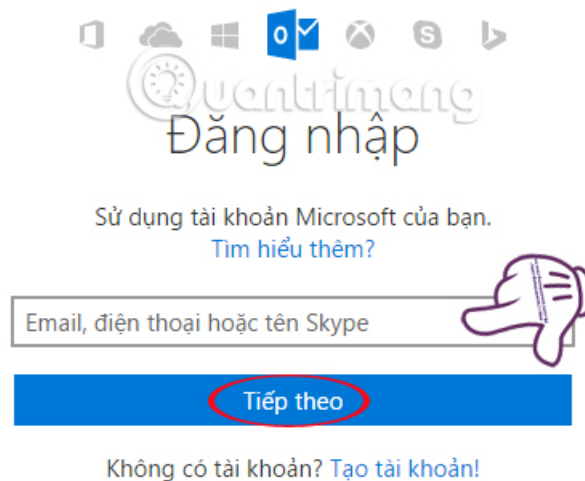
Outlook is similar to other webmail services, supporting sending or receiving emails to multiple people at the same time. However, in case you are not online Outlook to receive mail from partners, friends, what to do? The feature to set up autoresponder messages will become the most effective option in this case. When this automatic message line appears, the sender will know that you cannot reply immediately and there will be other communication methods, without interrupting the emergency work. In this article, Network Administrator will show you how to set up autoresponder messages on Outlook.com.

## Step 1:

First of all, visit the Outlook.com page under the link below:

1. <https://outlook.live.com/owa/>

At the main interface, we proceed to login to our personal Microsoft account, then click Next.



Go ahead, **enter** the account's **password** and click Sign in.

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Mật khẩu

Giữ tôi luôn đăng nhập



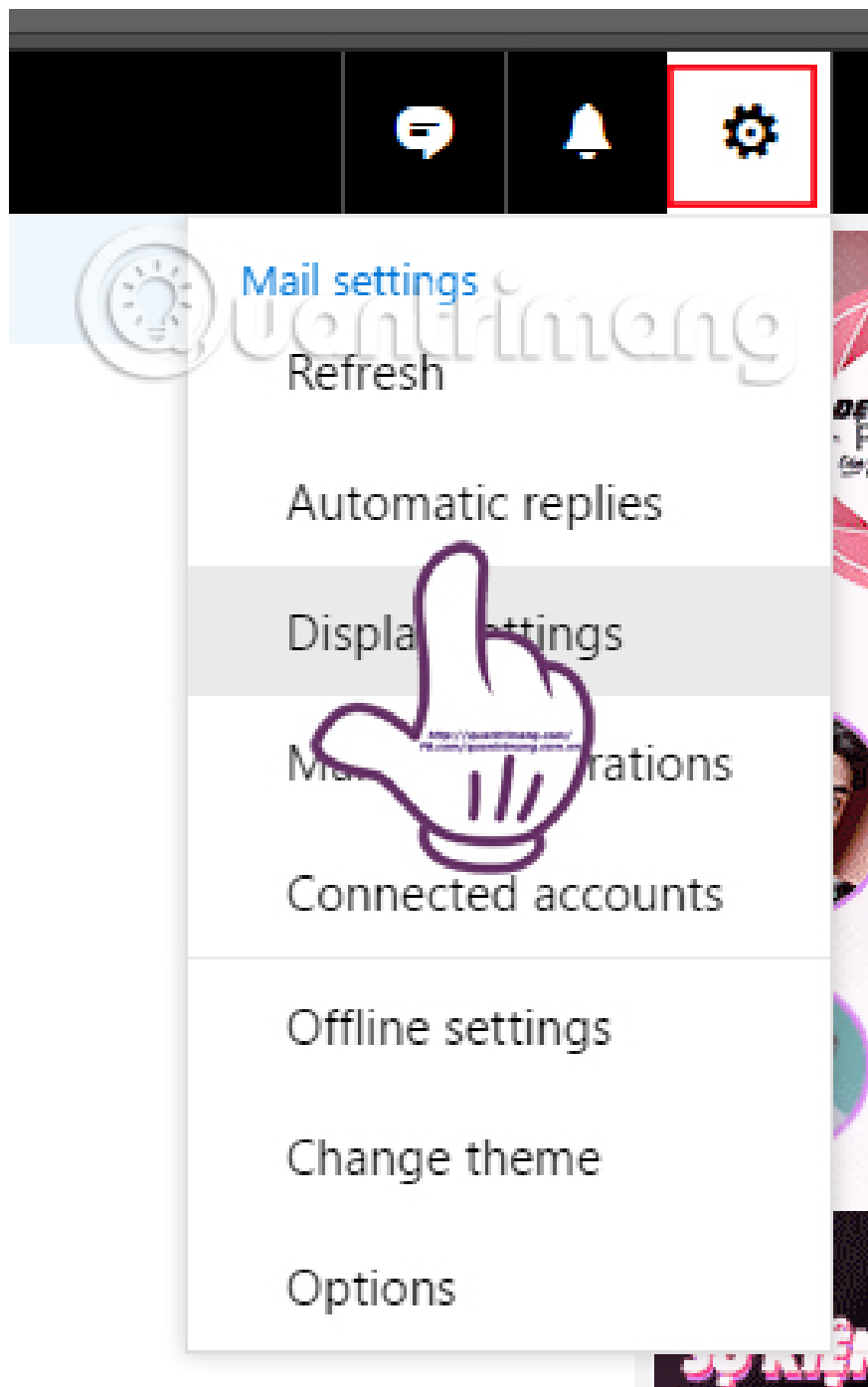
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## Step 2:

At the Outlook Mail interface, they click **the gear icon** and select **Automatic replies** .



### Step 3:

Next, we will switch to the interface to set up the autoresponder content. First of all, you need to check the **Send automatic replies** item.

✓ OK    ✕ Cancel

Automatic replies 


Use automatic replies to let others know you're on vacation or aren't available to respond to email. You can set your email replies to start at a specific time or to continue until you turn them off.

Don't send automatic replies

Send automatic replies

If you add the **Send replies only option during this time period** , you need to **select the auto-use time interval** for the start time (End Time) and the end time (End time). Automatic mail will only be sent within the set time period.

✓ OK    ✕ Cancel

Automatic replies 

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Send automatic replies

Send replies only during this time period

Start time

End time

## Step 4:

Next, you will **compose the content of the autoresponder message** . You can enter content, edit content such as changing fonts, colors, insert images, .

**Note** , on the content insertion section, there will be two more options for us to use, including **Send replies only to people in my Contact list that** only send messages with friends in the list and **Send automatic replies to anyone who emails me** to send letters Touch anyone who sends you a message.



## Refer to the following articles:

1. Tips or troubleshooting connection problems on Outlook
1. Error cannot open Outlook, this is a fix
1. What is Cc, Bcc email? How to distinguish?

## I wish you all success!

You finished reading the article "**How to set up automatic replies on webmail Outlook**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.