# UW – Setup/Remove Automatic Reply on the Shared Mailbox

These instructions show you how to setup and remove automatic replies for your shared mailbox. Automatic replies on the shared mailbox can be set up only using Outlook Web Access. Once the setup is complete and automatic replies are turned ON in the shared mailbox in Outlook Web Access, anyone sending emails to this shared mailbox will receive an automatic reply set up during this process.

Steps to set up an automatic reply on the Shared Mailbox

1. Open a web browser (*Firefox/Chrome/Edge/Safari*)

2. Visit https://outlook.office.com

3. Login with your account

4. Top right of the screen, click on your initials.

5. Select *Open another mailbox*.
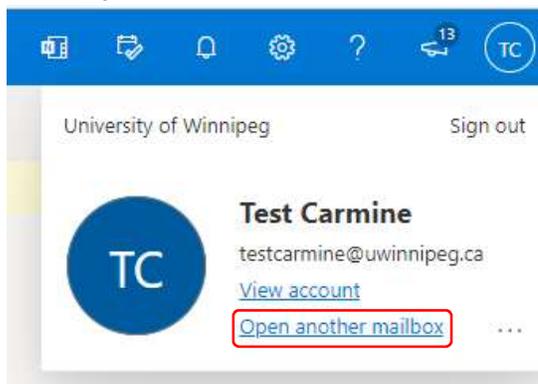
4. In the window that pops up, type the shared mailbox name you wish to open, select it from the results, and then click on **Open**. This will open your shared mailbox in a separate browser window if you have permissions to this shared mailbox.
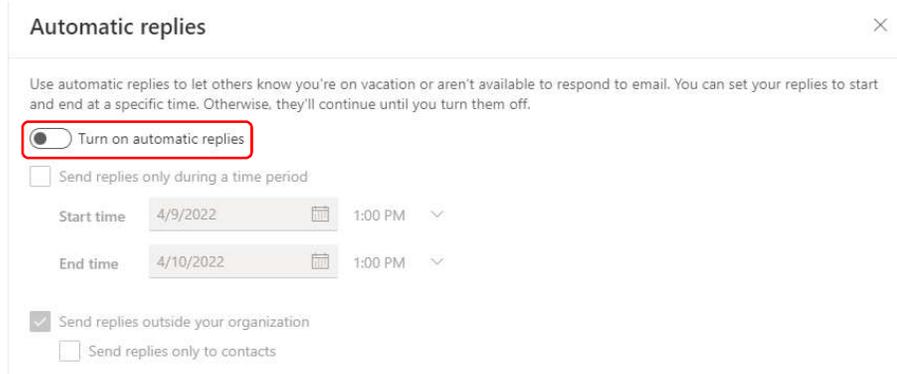
5. Once the shared mailbox opens, click on the Settings icon, it looks like a gear on the top right corner.
In the search bar, type automatic replies and click on the search result.
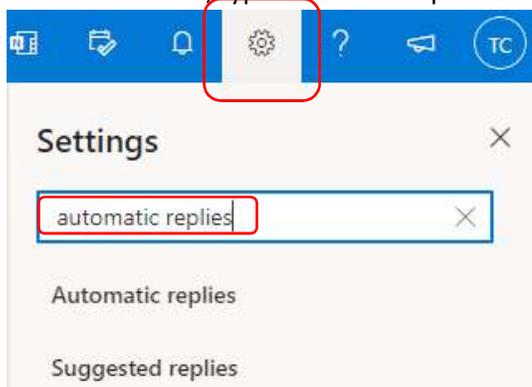
6. In the automatic replies settings windows, turn **ON** the automatic replies using the toggle button.

7. Now, Configure your automatic reply as needed and click **Save**.

Steps to remove an automatic reply on the Shared Mailbox

Follow the steps 1- 5 in the above section *Steps to set up an automatic reply on the Shared Mailbox*.

1. In the automatic replies settings windows, turn **OFF** the automatic replies using the toggle button

2. Click **Save**.