8b - Email - Office 365 Rules & Options

How to create an out of office message

Sign into **www.warwick.ac.uk/insite** (staff) or into **www.warwick.ac.uk/students** (students) and click the link to Email. Or go direct via https://webmail.warwick.ac.uk

Click **Settings** in the top right corner of the page and select **View all Outlook settings.**

Select **Automatic replies**

Select **Turn on automatic replies** .

 If it is for a set period of time, tick **Send replies only during this time period**, and select the dates for the automatic reply, then type your reply in the box.

Tick the other boxes if you wish to block your calendar, decline invitations etc.

If you tick **Send automatic replies to senders outside my organisation**, it is more secure to select **Send replies only to senders in my Contact list**; if you tick Send automatic replies to all external senders, this can reply to phishing emails.

Click **OK** to save.
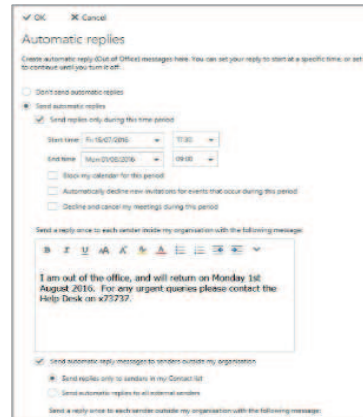
Block / Allow

You can block senders and allow safe senders / recipients.

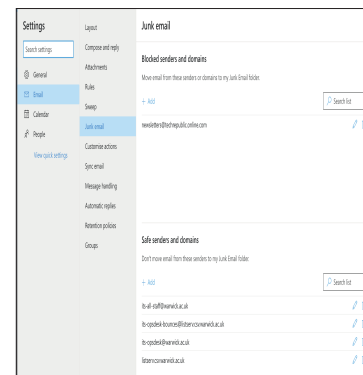Click **Settings** in the top right corner of the page and select **View all Outlook settings**

Click on **Junk email**

Click **Safe senders and domains.** Click **+ Add**

Click the pencil to add email addresses to the safe senders and recipients list to safeguard these from being sent to the Junk email folder. Click **Save.**

Click **Blocked senders and domains**. Click **+ Add**

Click the pencil to add addresses to the blocked senders list, so that future emails from that sender

Spam Rule

Make a rule to move emails that are flagged as **SPAM** to the Junk folder.

Click **Settings** in the top right corner of the page and select **View all Outlook settings.**
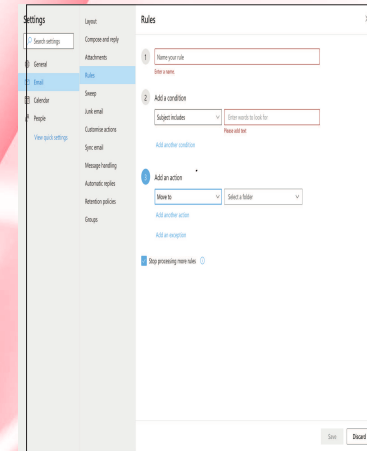
Click **Rules**

Click **+ Add new rule** then in the Name box type e.g. Spam rule.

 In the Add a condition box, select **Subject includes**. Type ***SPAM*** in the Enter words to look for box.

In the Add an action box, select **Move to ,** in the Select a folder box, select the Junk E-mail folder.

Click **Save.**

Note: You should check your Junk E-mail folder regularly as occasionally email is wrongly flagged

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