

Stockton University Office 365

Instructions on how to add an Outlook away message:

PC – Office 365

- Click the "Outlook" icon in the taskbar and click on "File" in the top left corner. Then click on "Account" in the left-hand navigation pane. In the "Account" pane, click on "Add New Account" and click on "Add a new account".
- In the "Add a new account" dialog box, click on "Add a new account" and click on "Add a new account".
- In the "Add a new account" dialog box, click on "Add a new account" and click on "Add a new account".
- In the "Add a new account" dialog box, click on "Add a new account" and click on "Add a new account".
- In the "Add a new account" dialog box, click on "Add a new account" and click on "Add a new account".

- To test and confirm that the away message is working, open a blank e-mail and add