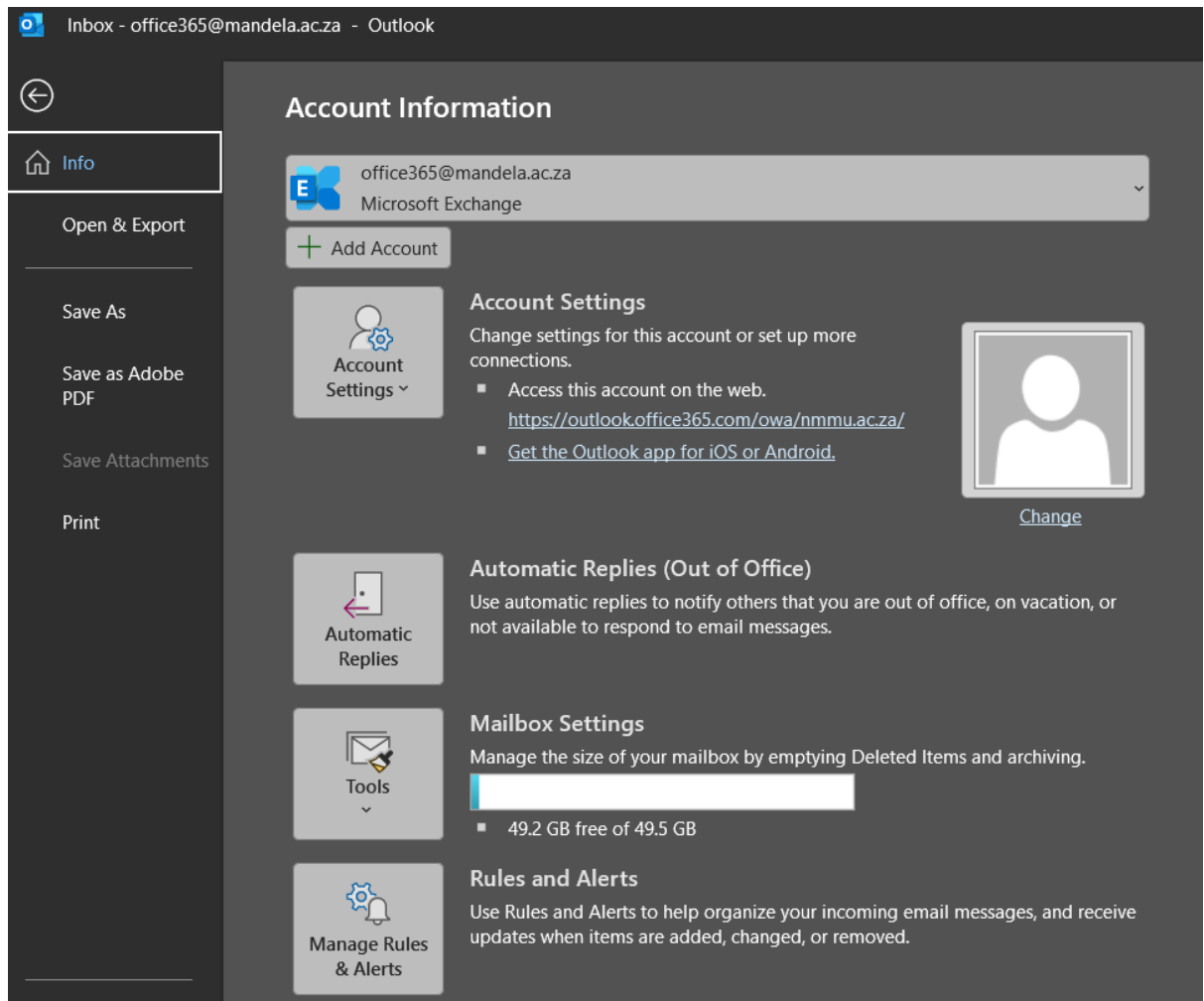
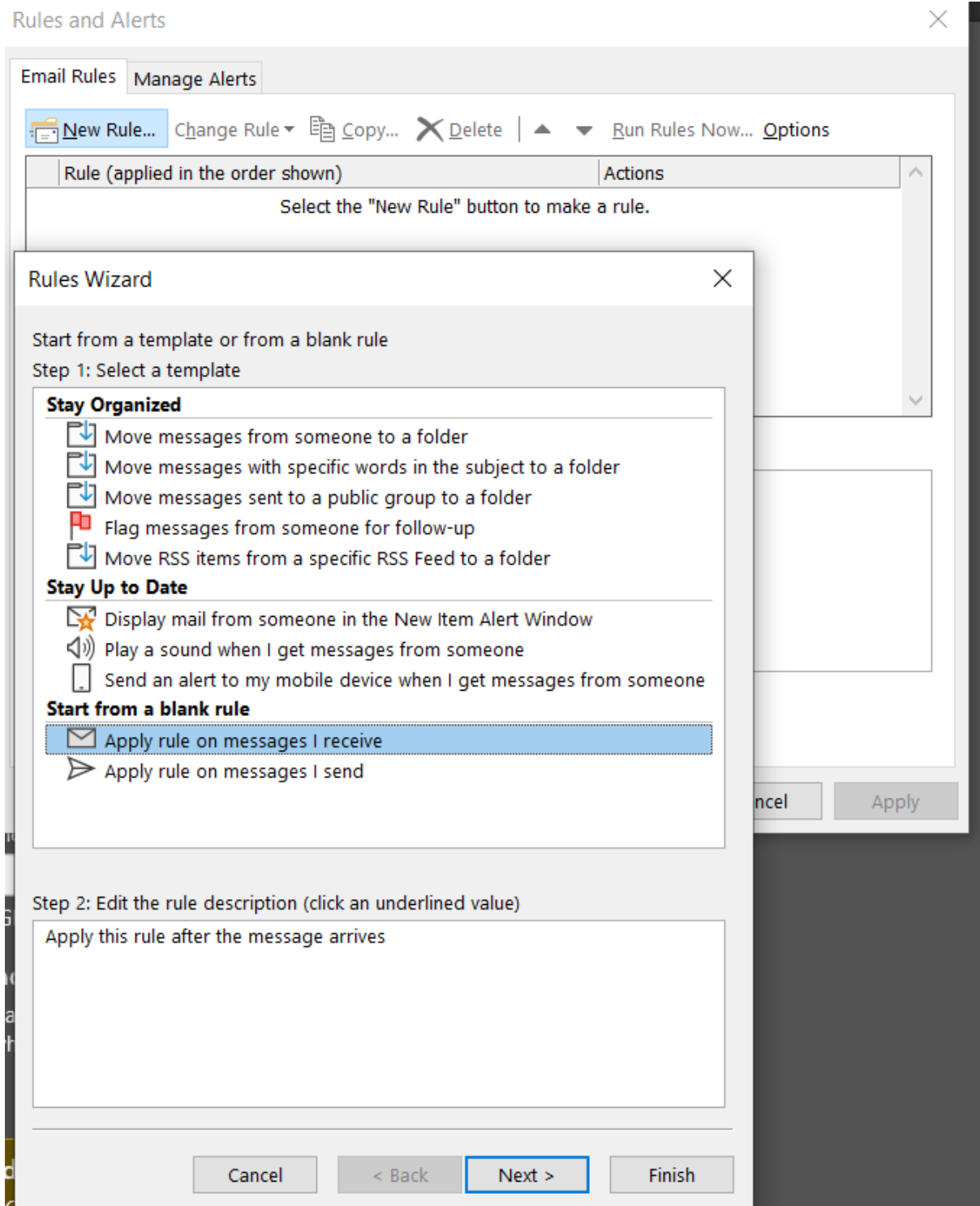


How to change the automatic reply on a Shared Mailbox

1. You need to setup the Shared Mailbox as a profile in your Outlook client before continuing. Open Outlook client and select your Shared mailbox profile.
2. In Outlook, select File and click on “Manage Rules & Alerts”



3. Click on "New Rule" button, select "Apply rule on messages I receive, click Next



4. Select “where my name is in the To or CC box, click Next

Rules Wizard



Which condition(s) do you want to check?

Step 1: Select condition(s)

- from [people or public group](#)
- with [specific words](#) in the subject
- through the [specified](#) account
- sent only to me
- where my name is in the To box
- marked as [importance](#)
- marked as [sensitivity](#)
- flagged for [action](#)
- where my name is in the Cc box
- where my name is in the To or Cc box
- where my name is not in the To box
- sent to [people or public group](#)
- with [specific words](#) in the body
- with [specific words](#) in the subject or body
- with [specific words](#) in the message header
- with [specific words](#) in the recipient's address
- with [specific words](#) in the sender's address
- assigned to [category](#) category

Step 2: Edit the rule description (click an underlined value)

Apply this rule after the message arrives
where my name is in the To or Cc box

Cancel

< Back

Next >

Finish

5. Select “have server reply using a specific message”, in Step 2 click on “a specific message”

Rules Wizard ✕

What do you want to do with the message?

Step 1: Select action(s)

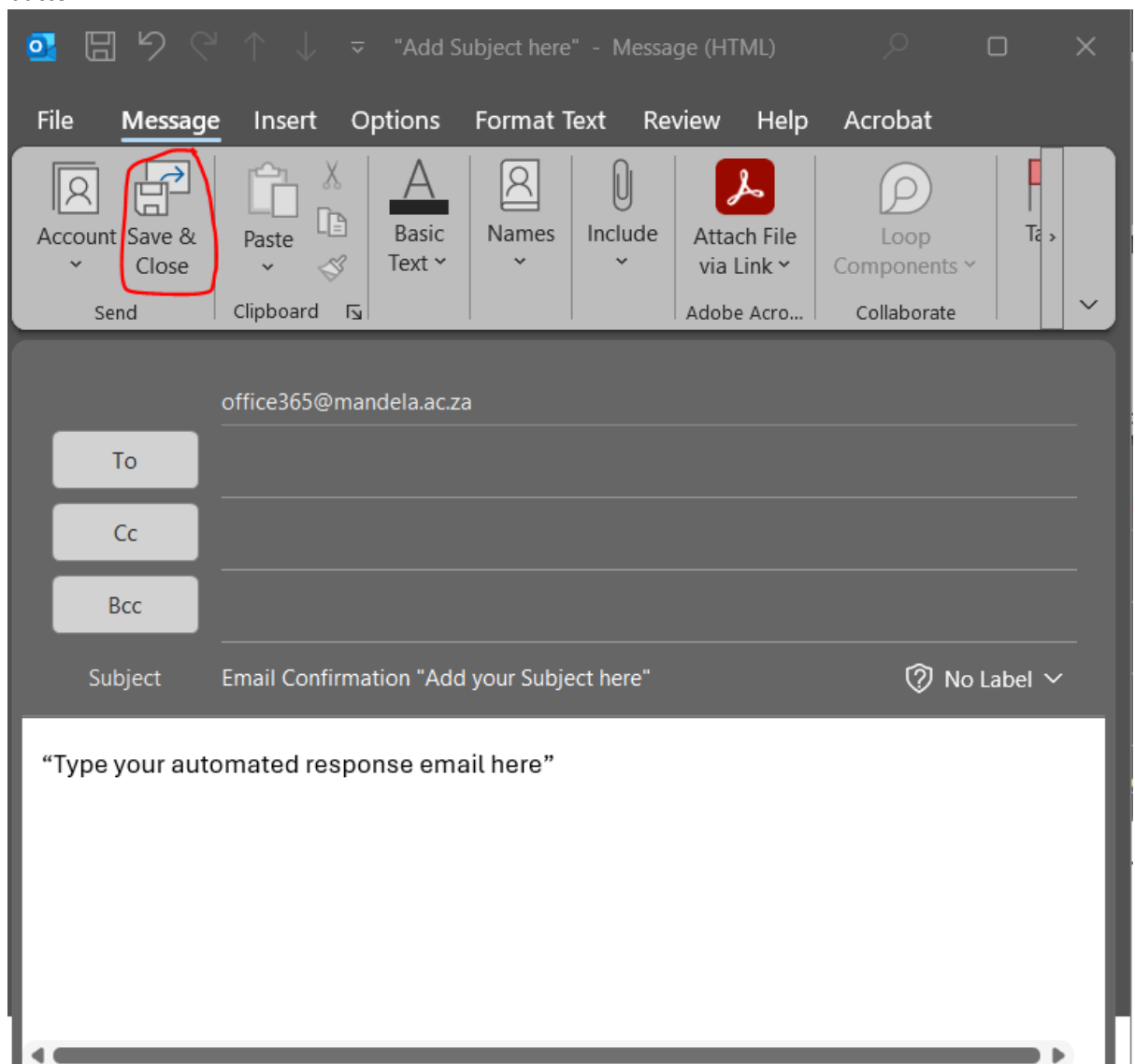
- move it to the [specified](#) folder
- assign it to the [category](#) category
- delete it
- permanently delete it
- move a copy to the [specified](#) folder
- forward it to [people or public group](#)
- forward it to [people or public group](#) as an attachment
- redirect it to [people or public group](#)
- have server reply using a specific message**
- reply using [a specific template](#)
- flag message for [follow up at this time](#)
- clear the Message Flag
- clear message's categories
- mark it as [importance](#)
- print it
- play [a sound](#)
- mark it as read
- stop processing more rules

Step 2: Edit the rule description (click an underlined value)

Apply this rule after the message arrives
where my name is in the To or Cc box
have server reply using [a specific message](#)

Cancel < Back Next > Finish

6. Type in your message details, a subject and body of the email, then click on “Save & Close” button



7. Once message is saved click on Next

Rules Wizard



What do you want to do with the message?

Step 1: Select action(s)

- move it to the [specified](#) folder
- assign it to the [category](#) category
- delete it
- permanently delete it
- move a copy to the [specified](#) folder
- forward it to [people or public group](#)
- forward it to [people or public group](#) as an attachment
- redirect it to [people or public group](#)
- have server reply using [a specific message](#)
- reply using [a specific template](#)
- flag message for [follow up at this time](#)
- clear the Message Flag
- clear message's categories
- mark it as [importance](#)
- print it
- play [a sound](#)
- mark it as read
- stop processing more rules

Step 2: Edit the rule description (click an underlined value)

Apply this rule after the message arrives
where my name is in the To or Cc box
have server reply using [Email Confirmation "Add your Subject here"](#)

Cancel

< Back

Next >

Finish

8. If you need to exclude anyone from this rule you follow step 8 by adding email addresses you wish to exclude, if not you can skip step 8. Click Next

Rules Wizard



Are there any exceptions?

Step 1: Select exception(s) (if necessary)

- except if from people or public group
- except if the subject contains specific words
- except through the specified account
- except if sent only to me
- except where my name is in the To box
- except if it is marked as importance
- except if it is marked as sensitivity
- except if it is flagged for action
- except where my name is in the Cc box
- except if my name is in the To or Cc box
- except where my name is not in the To box
- except if sent to people or public group
- except if the body contains specific words
- except if the subject or body contains specific words
- except if the message header contains specific words
- except with specific words in the recipient's address
- except with specific words in the sender's address
- except if assigned to category category

Step 2: Edit the rule description (click an underlined value)

Apply this rule after the message arrives
where my name is in the To or Cc box
have server reply using Email Confirmation "Add your Subject here"
except if from people or public group

Cancel

< Back

Next >

Finish

9. Fill in your Rule name and click Finish, then click Finish.

Rules Wizard ✕

Finish rule setup.

Step 1: Specify a name for this rule

Email Confirmation

Step 2: Setup rule options

Run this rule now on messages already in "Inbox"

Turn on this rule

Create this rule on all accounts

Step 3: Review rule description (click an underlined value to edit)

Apply this rule after the message arrives
where my name is in the To or Cc box
have server reply using Email Confirmation "Add your Subject here"
except if from test@test.com

Cancel < Back Next > Finish

10. Rule is now created, Click Ok

