Setting Away Messages for Outlook

Use the following to set up an away message in Outlook:

https://support.office.com/en-us/article/video-set-up-an-automatic-reply-cc0e480f-973e-4412-a27b-8a52108d6d51

If you access your mail through the portal link you use the Outlook Web Access.

The steps are similar to the above instructions you click on the gear in the upper right side of the page and click on Automatic Replies.