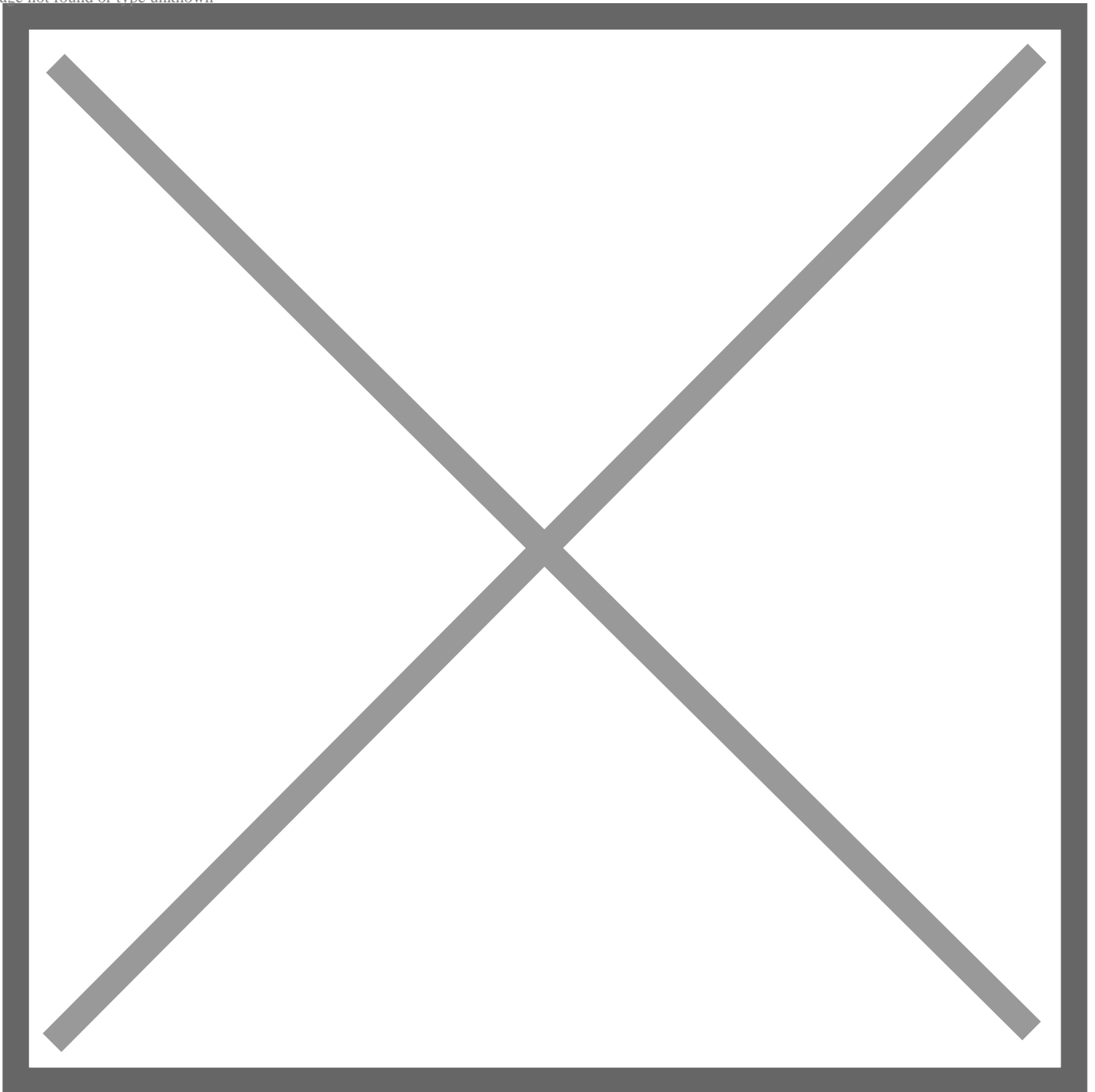


Configurar mensagem de férias ou resposta automática no Outlook Web

Configurar mensagem de férias ou resposta automática no Outlook

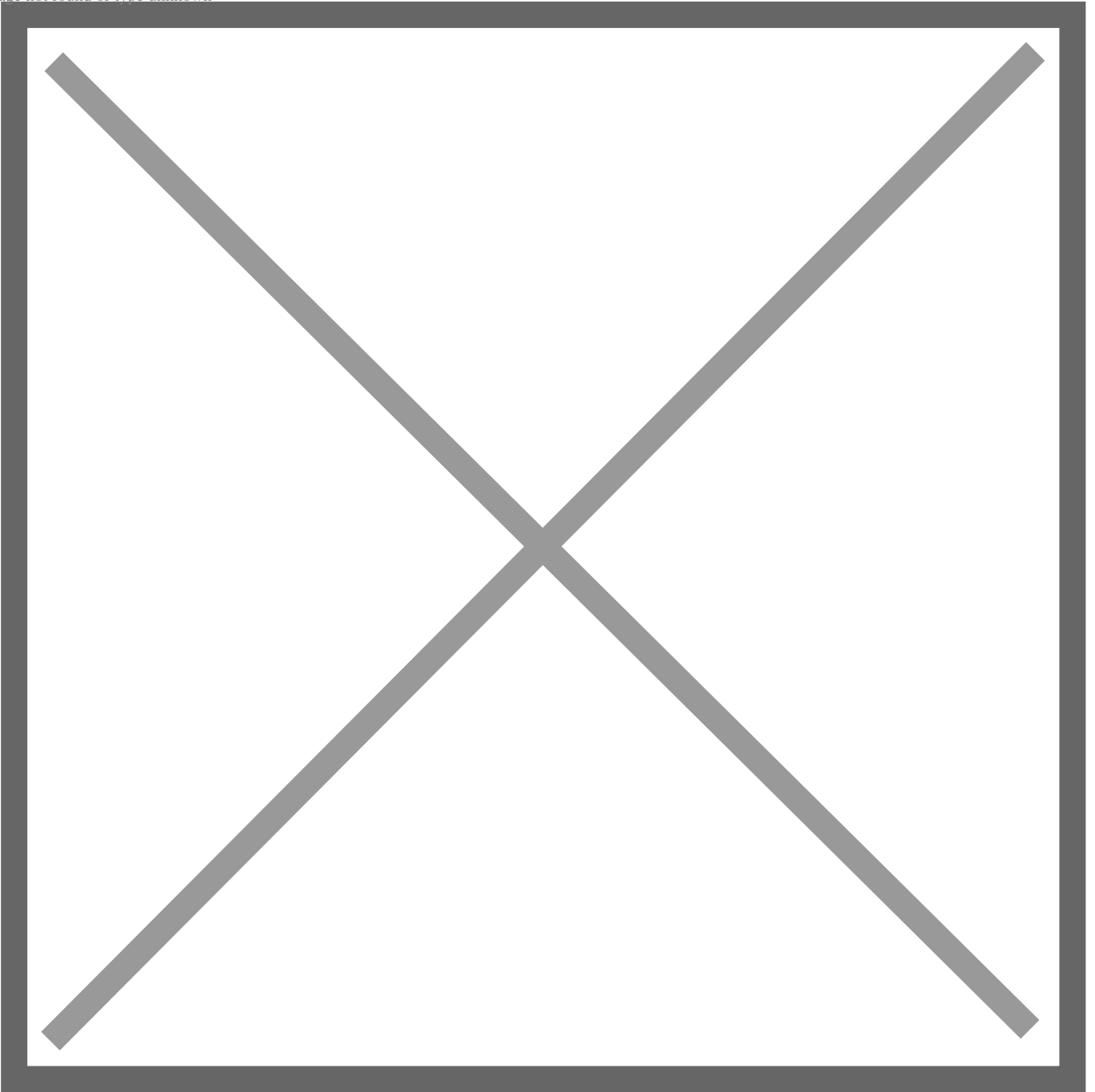
1. Clique no botão Configurações

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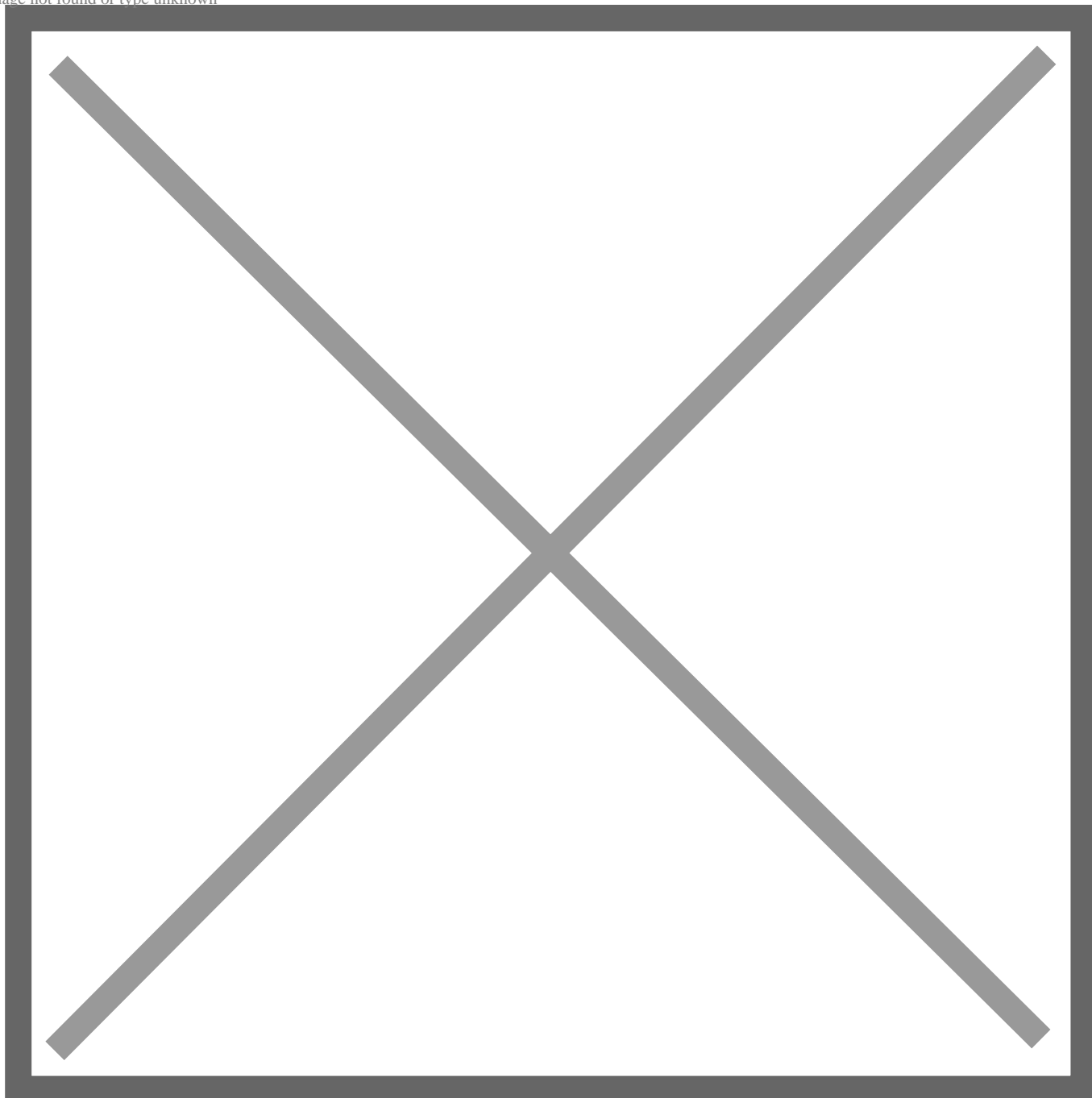
2. Clique na opção **Exibir todas as configurações do Outlook**

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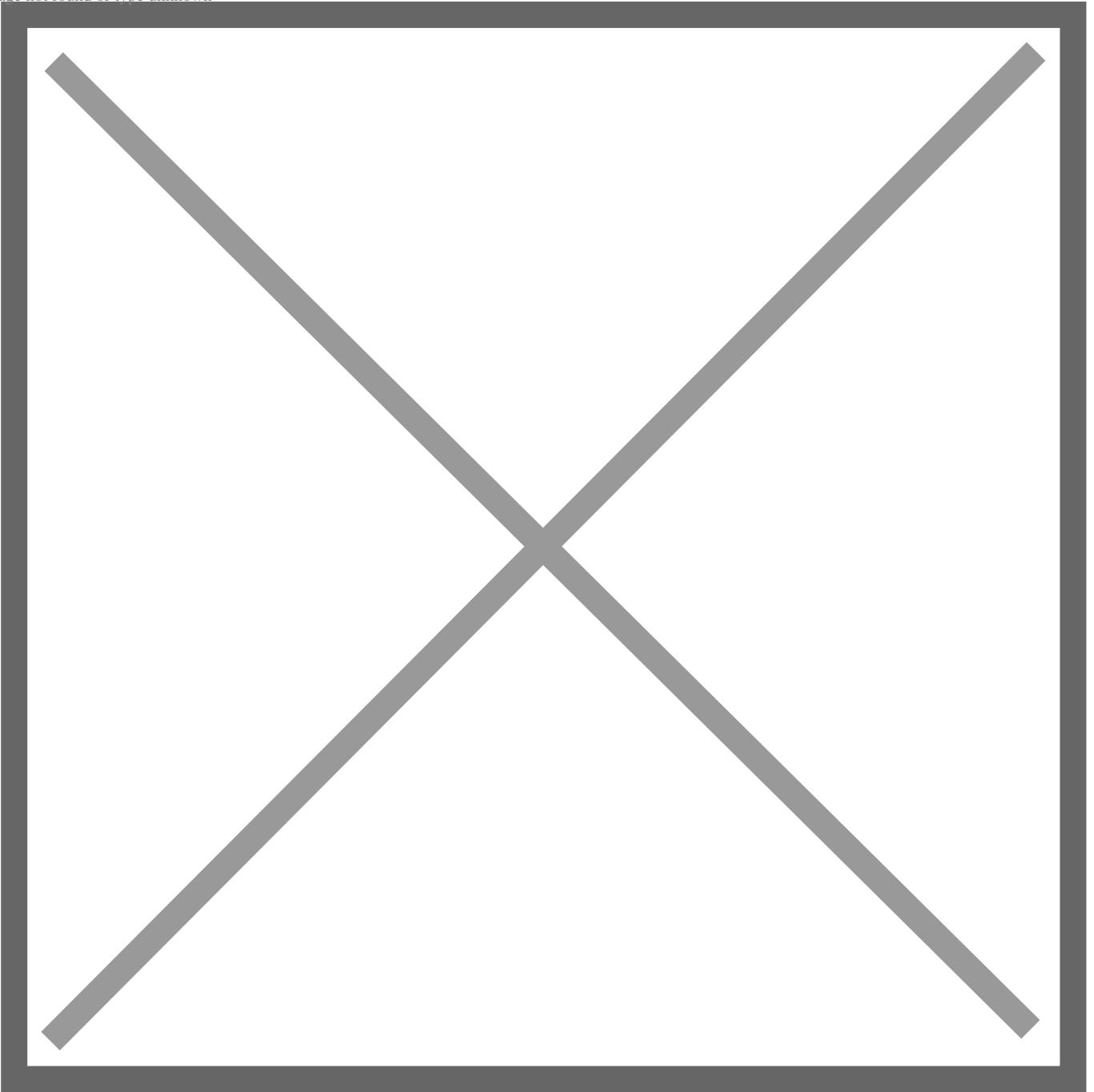
3. Clique na opção **Respostas automáticas**

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4. Ative no botão **Ativar respostas automáticas** conforme imagem abaixo

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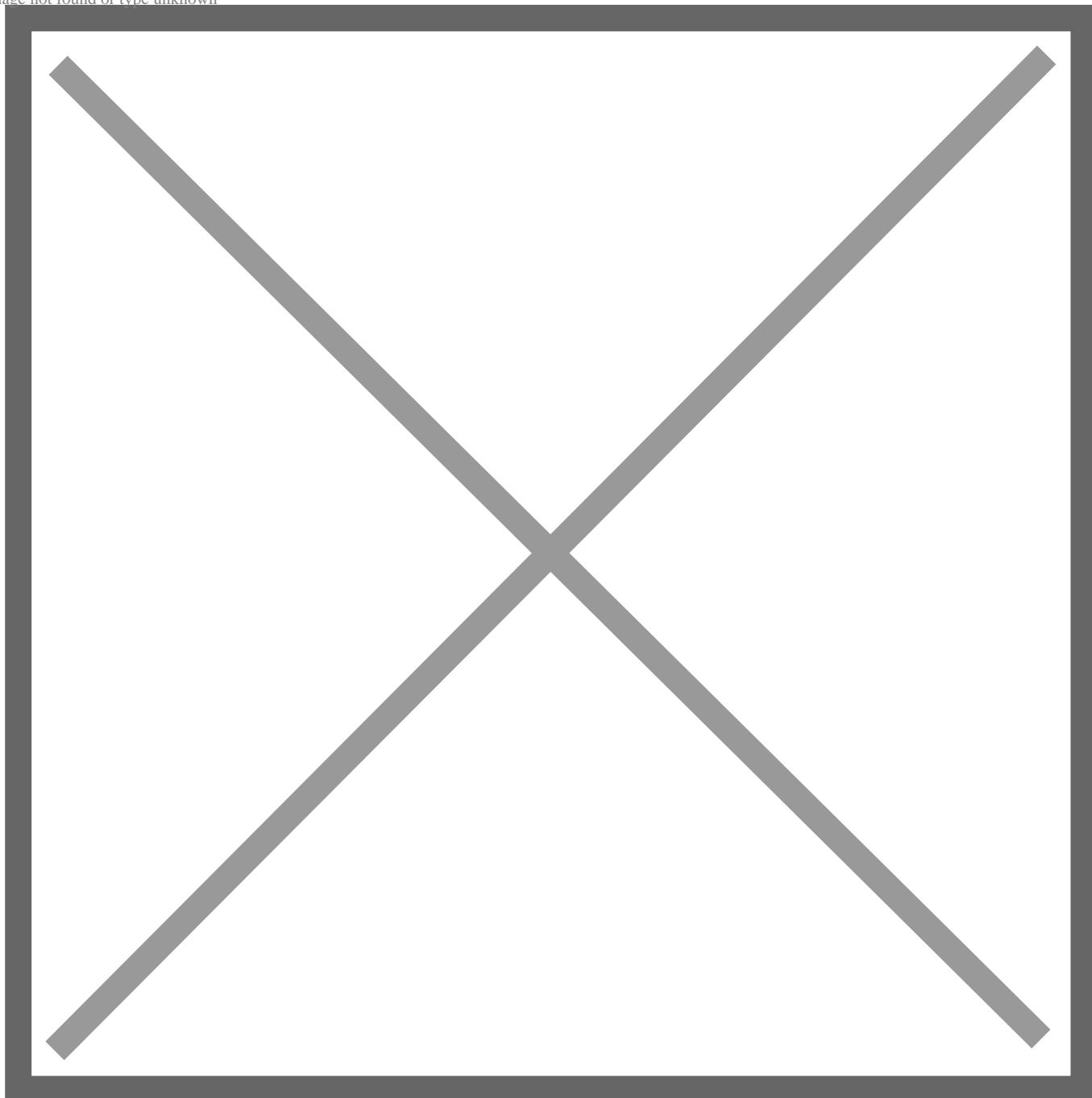


5. Se desejar clique na opção **Enviar respostas apenas durante um período de tempo**

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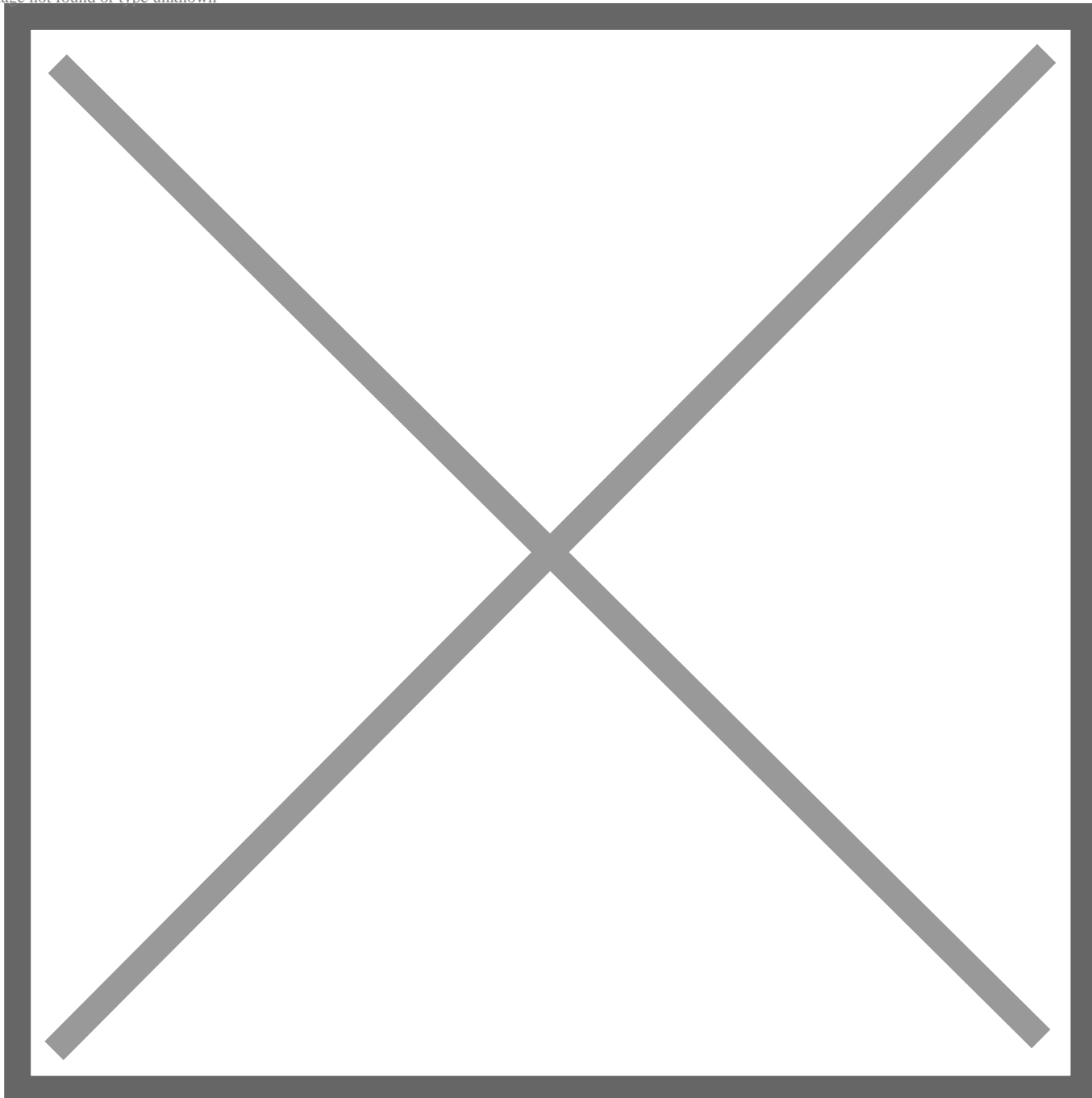
5.1. Determine o período que a mensagem automática será enviada

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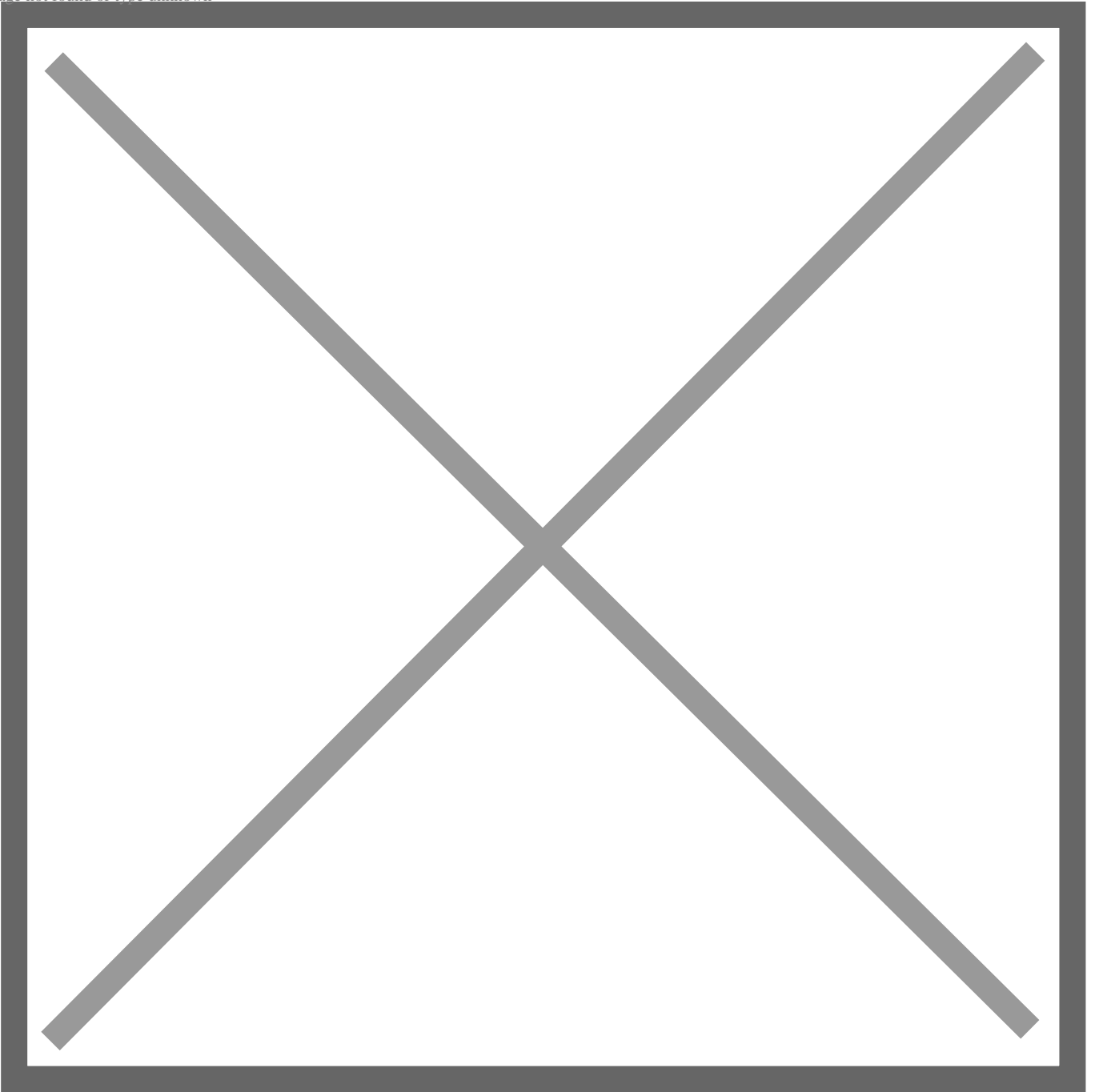
6. Seleccione as opções extras desejadas

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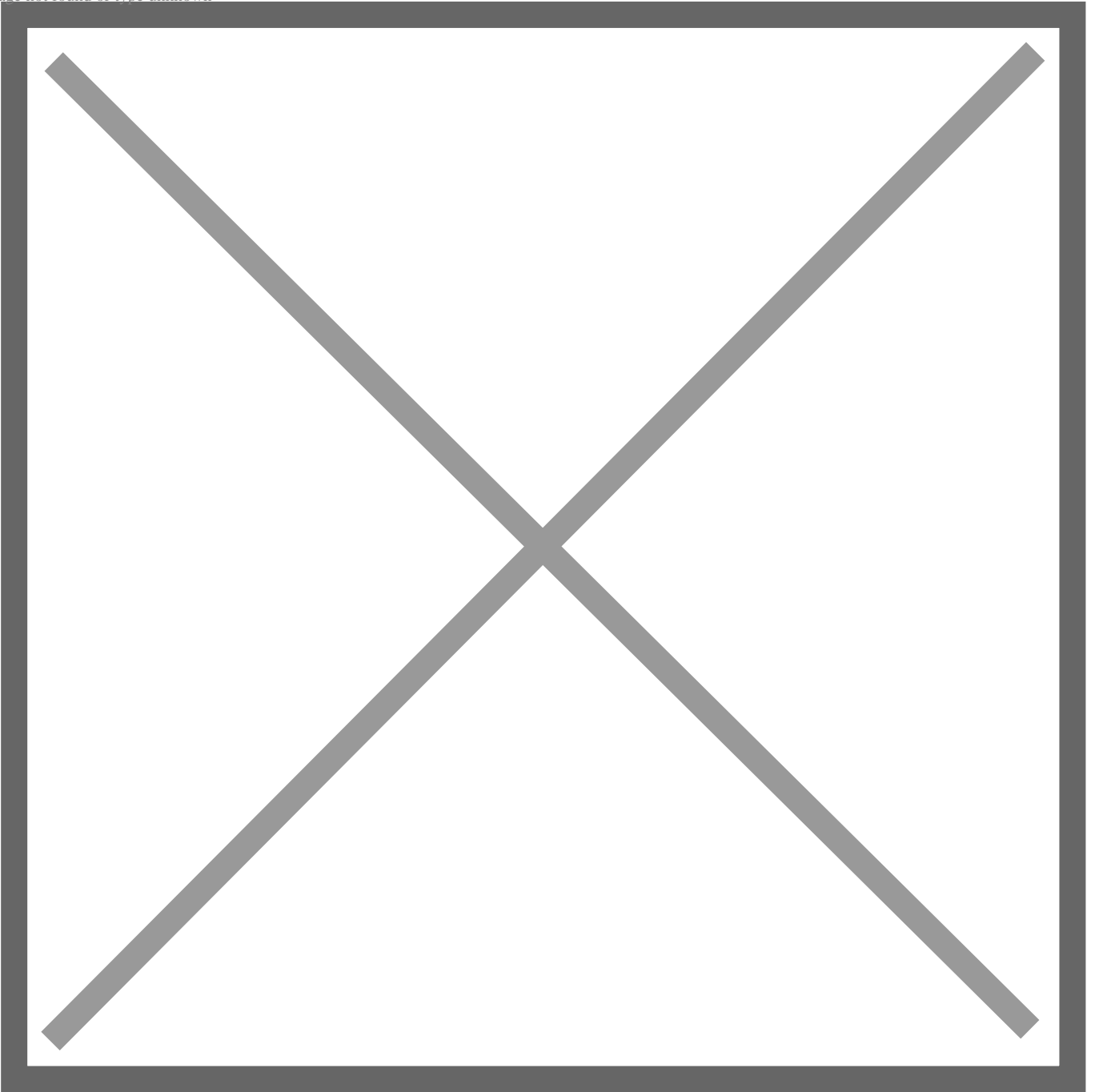
7. Se desejar pode ativar uma resposta diferente para pessoas externas

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8. Clique em **Salvar** e faça o teste.

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Revision #1

Created 7 January 2022 17:43:25 by Willian Davet

Updated 24 May 2024 22:18:33 by Willian Davet