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Outlook "Out of Office" Message Jeff Clark - 2018-04-02 - Email and Collaboration

Send automatic out of office replies from Outlook

Applies To: Outlook 2016 Outlook 2013 Outlook 2010 Outlook 2007

There are two ways to send automatic out-of-office replies. The way you use depends on the type of email account you have.

Click **File**, then select the image below that matches your version of Outlook.



If you see the **Automatic Replies** button, follow the steps to <u>set</u>

up an automatic reply.



If you don't see the **Automatic Replies** button, follow the steps to <u>use</u> <u>rules to send an out of office message</u>.

Set up an automatic reply

Select File > Automatic Replies.



Automatic Replies (Out of Office) Use automatic replies to notify others that you are out of office, on vacation, or not available to respond to email messages.

Note: For Outlook 2007 choose Tools > Out of Office Assistant.

In the Automatic Replies box, select Send automatic replies.

Optionally, set a date range for your automatic replies. This will turn off automatic replies at the date and time you enter for the end time. Otherwise, you'll need to turn off automatic replies manually.

Note: If you don't see **Automatic Replies**, use Rules and Alerts to set up your out-of-office message.

On the **Inside My Organization** tab, type the response that you want to send to teammates or colleagues while you are out of the office.

O Do not send autom	atic replies				
 Send automatic rep 	alies				
Only send	during this time rar	nge:			
Start time:	Thu 5/11/2017	\sim	3:00 PM	~	
End time:	Fri 5/12/2017	~	3:00 PM	~	
Automatically reply or	ice for each sender	with th	he following	essages:	
Inside My Organization					
Inside My Organization Outside My Organization (Off)					
Calibri 🛛 12 🗠					
BIUA					
I'll be out of th	e office on Ma	av 5tł	n. Please d	ontact my man	ager.
		.,			
joe@contoso.	om for assista	ince.		,	-87
joe@contoso.	com for assista	ince.		,	-0/
joe@contoso.o	com for assista	ince.		,	-0/
joe@contoso.« Cheryl	com for assista	ince.		,	
joe@contoso.o	com for assista	ince.			
joe@contoso.o	com for assista	ince.		,	(and

Note: Sending automatic replies to **anyone outside my organization** will send your automatic reply to every email, including newsletters, advertisements, and potentially, junk email. If you want to send automatic replies to those outside your organization, we recommend choosing **My contacts only**.

Select **OK** to save your settings.

Turn off automatic out-of-office replies

When Outlook is setup to send automatic replies, you'll see a message under the ribbon with this information. Select **Turn off** to disable automatic out-of-office replies. If you want to modify the dates for your automatic reply or the message sent, use the steps above to modify your settings.

Note: For **Outlook 2007**, to turn off out-of-office replies, select **Tools** > **Out of Office Assistant** and uncheck the **Send Out of Office auto-replies** checkbox.