

# How to Send Automatic Out of Office replies Using Office 365

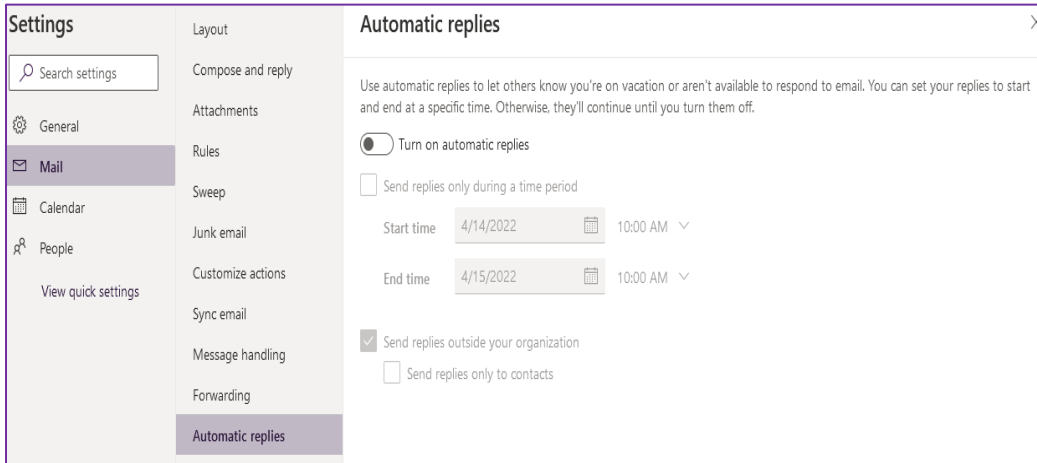
1. Click on the **Settings** gear in the upper right corner.



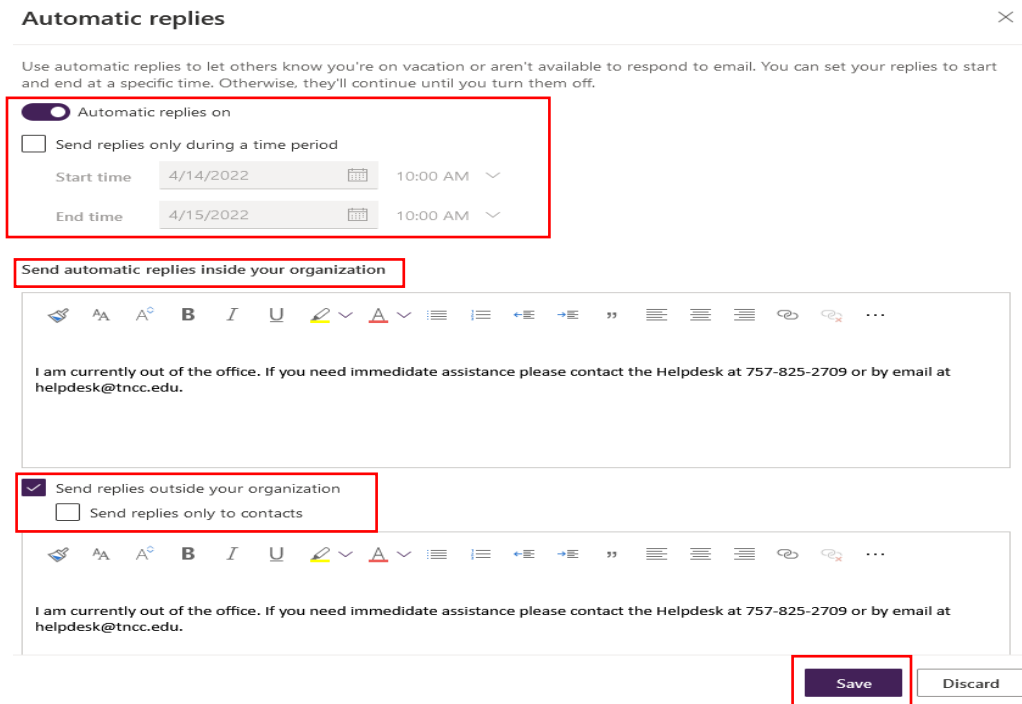
2. Scroll down and select **View all Outlook Settings**.

View all Outlook settings

3. Select **Mail > Automatic Replies**.



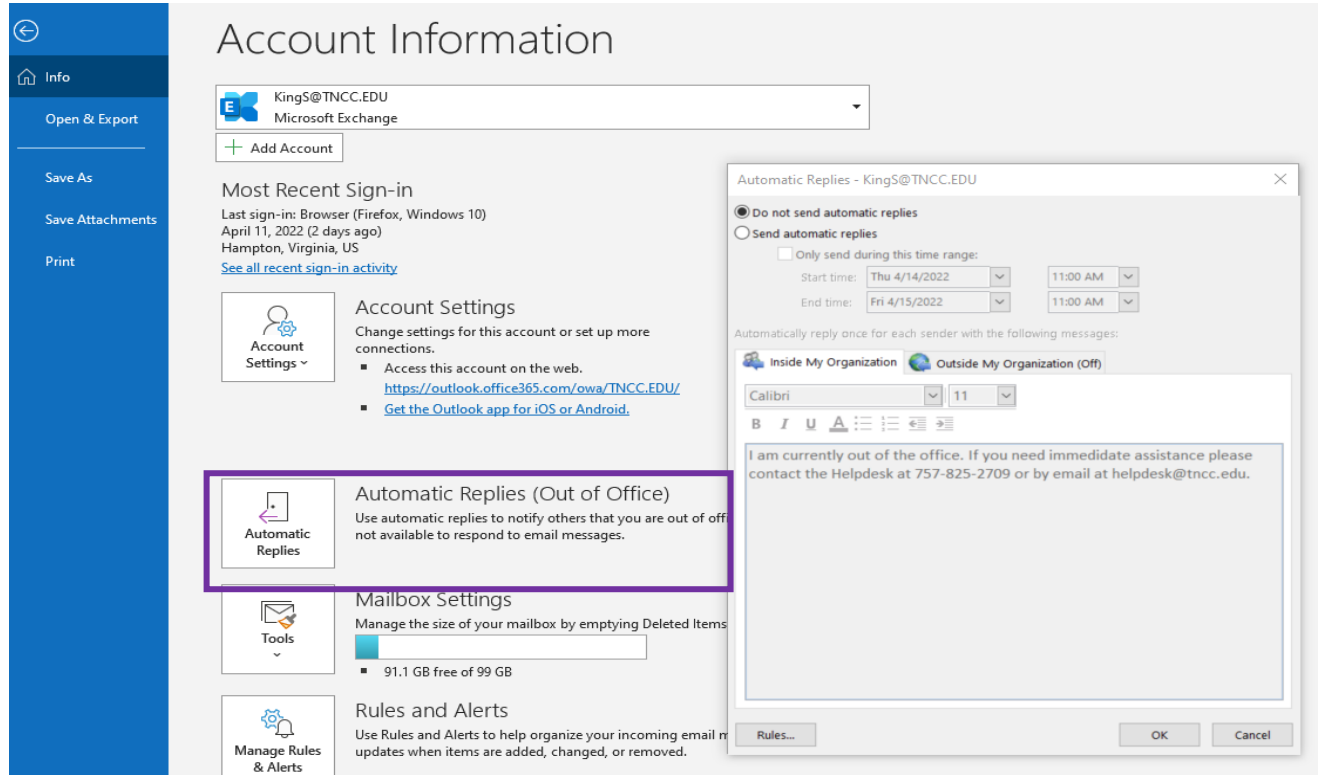
4. Turn on **Automatic Replies**. Optionally, type a response you want to send & set a date range for your automatic replies then **Save** it.



# How to Send Automatic Out of Office replies Using Outlook Desktop Client

Outlook 2021, Outlook 2019, Outlook 2016, Outlook 2013 desktop client

## 1. Select **File>Automatic Replies**



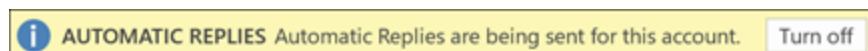
## 2. In the **Automatic Replies** box, select **Send automatic replies**.

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.

## 3. 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.

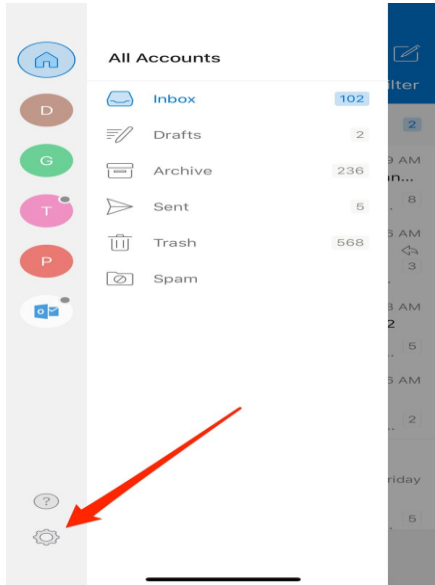
## 4. Select **OK** to save your settings. **Turn off automatic out-of-office replies**

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.

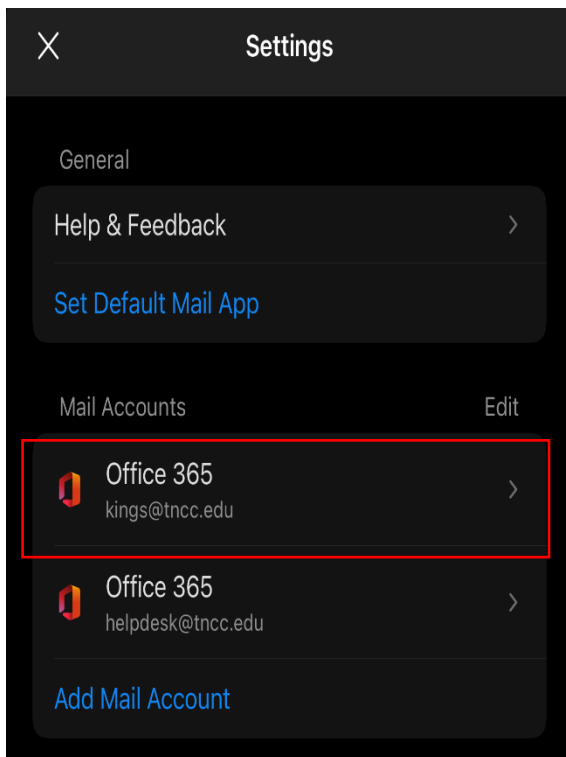


# How to Send Automatic Out of Office replies Using the Outlook App

1. Go to the **Outlook** app on your device.
2. Selet **Settings** in the bottom



3. Select your **Mail** account.



4. Click the slider to enable **Automatic Replies**.
5. Select who you would like the auto-reply to apply to (This is automatically set to **Reply only my organization**).
6. Type the reply you would like to be sent.
7. When finished, click the checkbox in the top right to save.
8. Auto-replies are now set up and will be sent!

