

How to set an OUT OF OFFICE auto reply for email

Outlook Desktop Version

1. Open **Outlook**.
 2. Click **File** in the top-left corner.
 3. Select **Automatic Replies** (or **Out of Office**).
 4. In the popup:
 - Choose **Send automatic replies**.
 - Set a **time range** (optional).
 - Write your message in the text box (e.g., for internal and external contacts).
 5. Click **OK** to save.
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Outlook O365 Web Version

1. Open [Outlook Online](#) and log in.
2. Click the **gear icon** () in the top-right corner.
3. Select **View all Outlook settings > Mail > Automatic replies**.
4. Toggle **Turn on automatic replies**.
 - Set a **time range** (optional).
 - Type your reply message in the box.
5. Click **Save**.