FAU College of Medicine Support Center

Outlook "Out of Office" Message

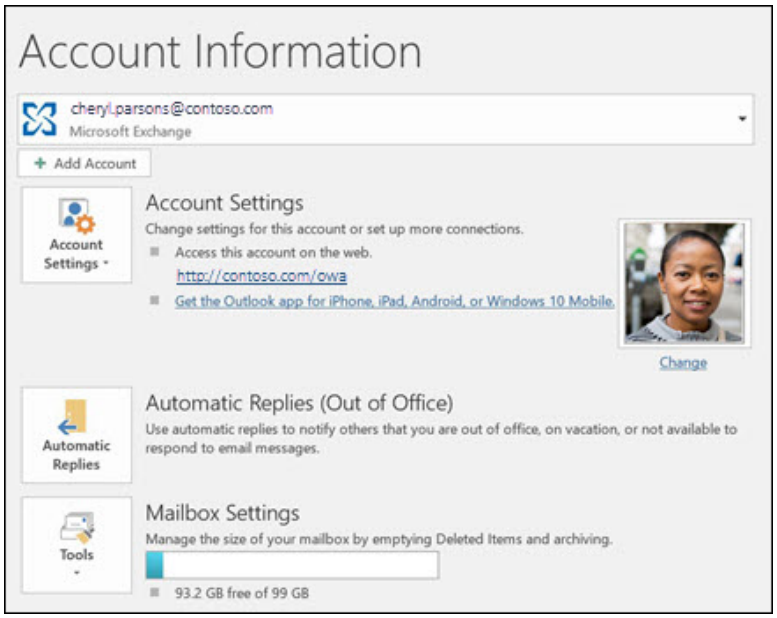
Christine Clevenger - 2018-03-02 - Software

Send automatic out of office replies from Outlook

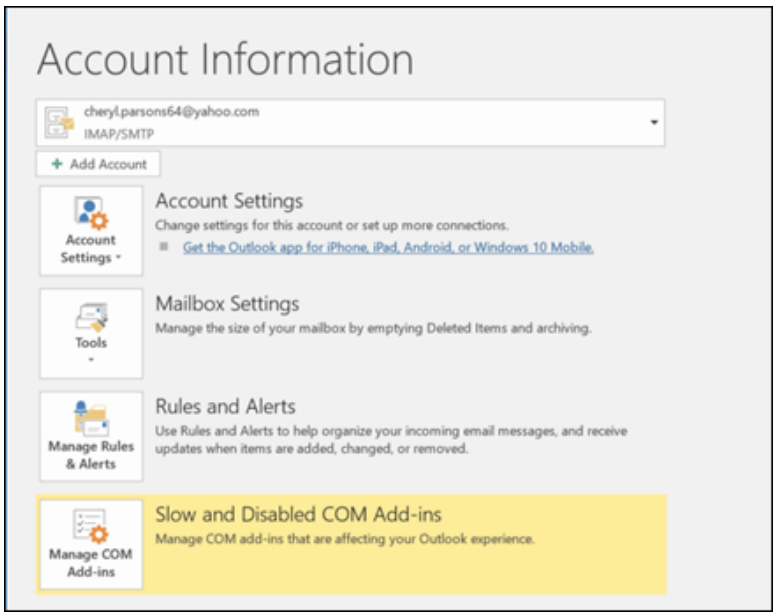
Applies To: Outlook 2016 Outlook 2013 Outlook 2010 Outlook 2007

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 set up an automatic reply.



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

Set up an automatic reply

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



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

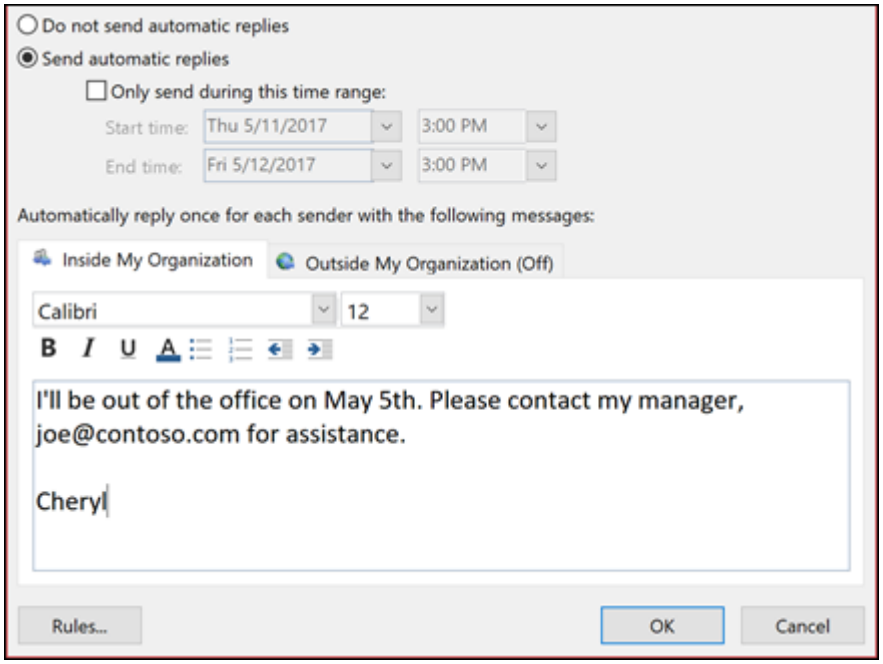
2. In the **Automatic Replies** box, select **Send automatic replies**.

   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.

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

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.



> **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**.

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.

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.

