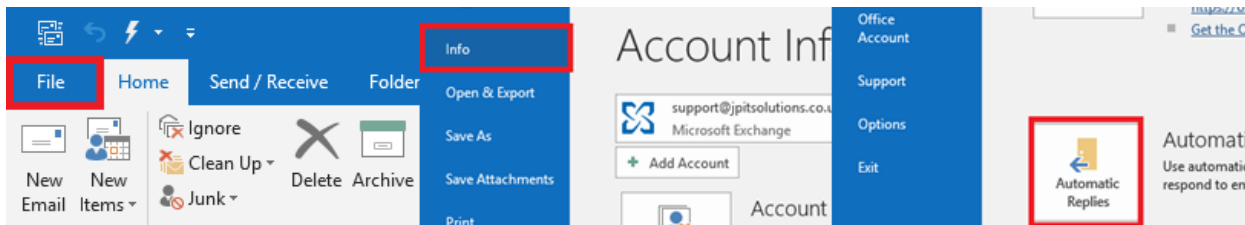


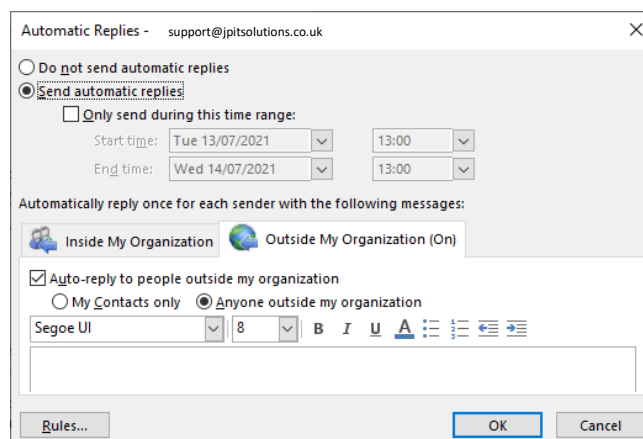
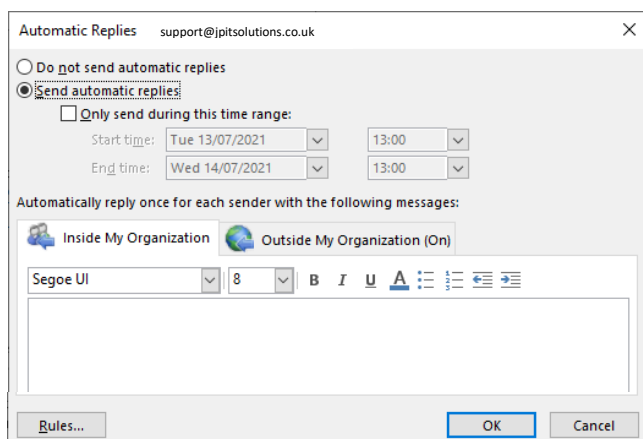
How to create out of office with Outlook Microsoft 365

1. Click on the **File** tab, then click **Info > Automatic Replies** (out of office)



2. In the **Automatic Replies** dialog box, click **Send Automatic Replies** and specify date and time range. Click **Only send during this time range**. Type the message that you want to send inside your organization, then click **OK**.

3. Repeat for **Outside my organization** tab.



“Send Automatic Replies” will continue to run until you select the “**Do not send automatic replies**” option.

“Only send during this time range” option will continue to run until the date and time set for the End Time is reached.

4. To forward emails during Out of Office schedule. Click on “**Rules**” in the bottom left hand corner, then click “**Add Rule**”.

Tick the forward box and add desired email address to forward to. Tick box that says “do not process subsequent rules” press OK. Pop up will ask you to confirm by saying “yes”.

