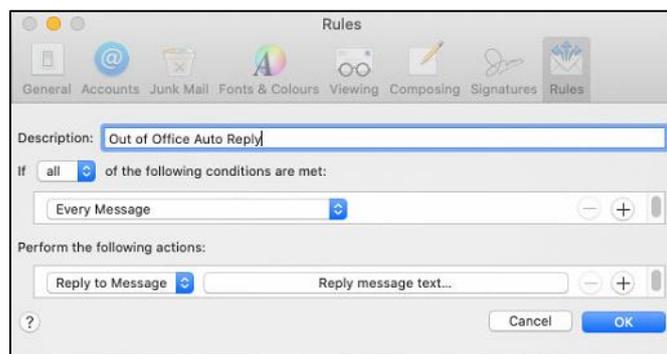# How to set out of office with Mac Mail

1. Launch **Mail** and go to **preferences** > **Rules**

2. Click **add rule** > Give it a **description** > then set your condition to apply to **every message** using the dropdown menu > then choose to perform the **reply to message** action from the second drop down menu

3. Next click **reply message text** to bring up the text input window, here enter the message to send in reply to emails whilst you are out of the office. Then click ok.
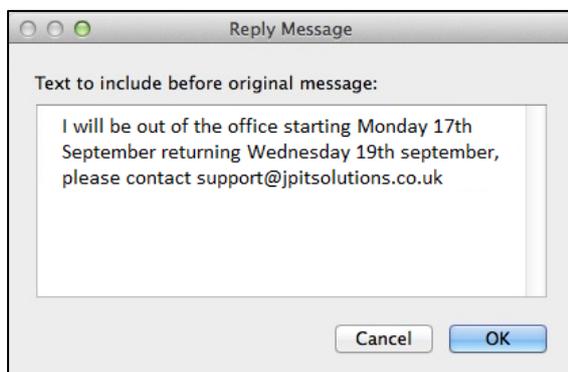
IMPORTANT

4. Mail will now ask you if you would like to apply the rule to existing message. **CHOOSE DON'T APPLY.** This will ensure only new messages receive your out of office message

*Choosing 'apply' will send your out of office message to **EVERY** existing email in your account.*