

How to set out of office with Mac Mail

Launch Mail and go to preferences
 > Rules

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eral Ac	counts Junk Mail Fonts & Colours Viewing Composing Signa	tures Rules
Active	Description	Add Rule
	News From Apple	Edit
		Duplicate
		Remove

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.

 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

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General Act	counts Junk Ma	I Fonts & Colours	Viewing	Composing	Signatures	Rules		
Description:	Out of Office A	uto Reply					_	
If all ᅌ	of the following	conditions are met	1					
Every Message			0			e	\oplus	8
Perform the f	following actions							
Reply t	Reply to Message 😒		Reply message text			$\Box \Theta$		
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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.



