

How to set out of office with Outlook on Android

1. Open your Mail app, and at the top left, tap Menu.



3. Choose your account.



2. Scroll to the bottom, then tap Settings.



4. Tap out of office Autoreply.

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← Account info	
Office 365 david.bowie@stva.co.uk	
Description	
Automatic replies	
Sync contacts	?

4. At the top, toggle the Out of Office Auto Reply to on. Fill in the date range, subject and message. Tap Done.

Automatic replies	~
Automatic replies	
Reply to everyone	۲
Reply only to my organisation	\bigcirc
Use different messages for my organisation and external senders	
Reply to everyone with Not a monitored email account	

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