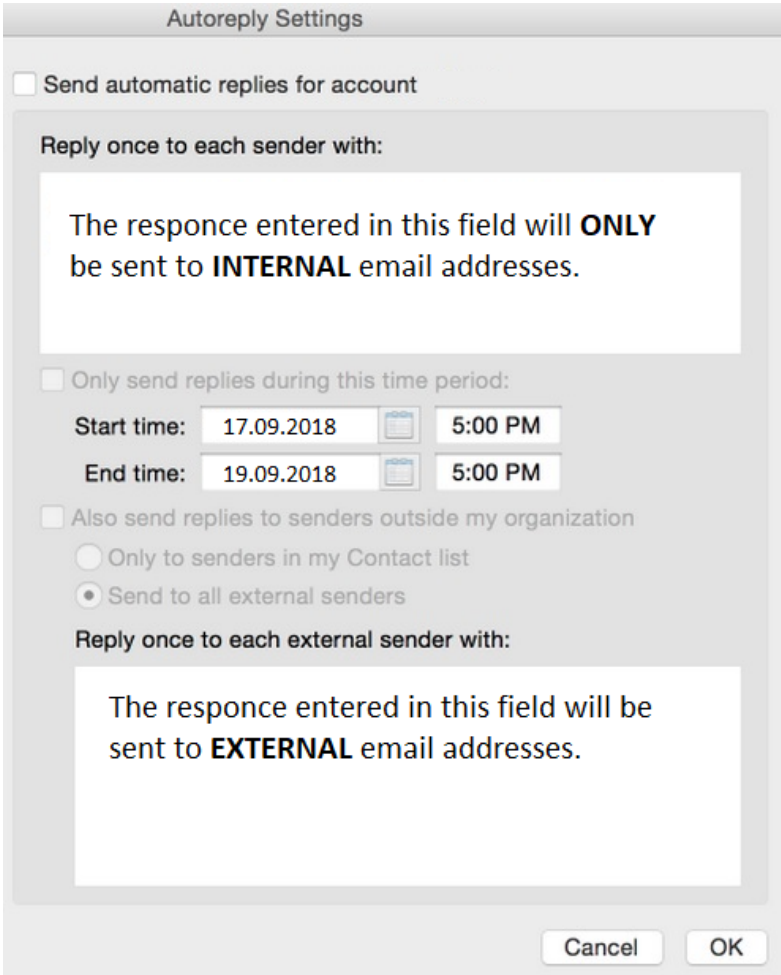

How to set up out of office with Outlook 2016 - Mac

- 1.** In Outlook, click on **Tools** > select **Out of Office** from the menu bar.
- 2.** Select **Send automatic replies for the account**.
- 3.** Enter your out of office response in the **Reply to messages with** box below.
- 4.** Specify a start and end time for the reply to activate and deactivate. Check the **I am out of the office between** box and specify the time in the **START date** and **End Date** field.



The screenshot shows the 'Autoreply Settings' dialog box in Outlook 2016 on a Mac. The dialog has a title bar 'Autoreply Settings'. At the top, there is a checkbox 'Send automatic replies for account' which is currently unchecked. Below this is a section titled 'Reply once to each sender with:' containing a text box with the message: 'The response entered in this field will **ONLY** be sent to **INTERNAL** email addresses.' Underneath is another section 'Only send replies during this time period:' with two checkboxes, the first of which is unchecked. It includes 'Start time:' (17.09.2018 5:00 PM) and 'End time:' (19.09.2018 5:00 PM) fields. Below that is a section 'Also send replies to senders outside my organization' with two radio buttons: 'Only to senders in my Contact list' (unselected) and 'Send to all external senders' (selected). This is followed by a section 'Reply once to each external sender with:' with a text box containing: 'The response entered in this field will be sent to **EXTERNAL** email addresses.' At the bottom right are 'Cancel' and 'OK' buttons.

Turn Off Out of Office Replies

If you did not set up the length of time to send replies perform the following.

- 1.** Go to the **Tools** option.
- 2.** Select **Out of Office...** and the box will appear.
- 3.** Uncheck the top box that says **Send Automatic Replies**
- 4.** Select **OK** to finish.