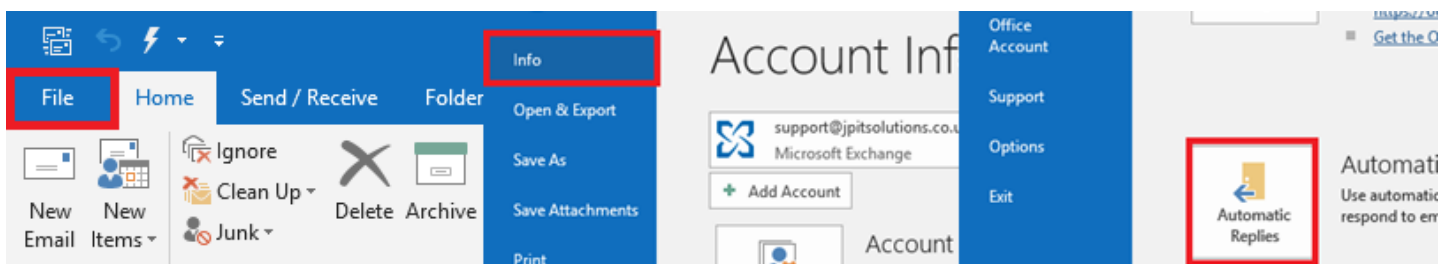


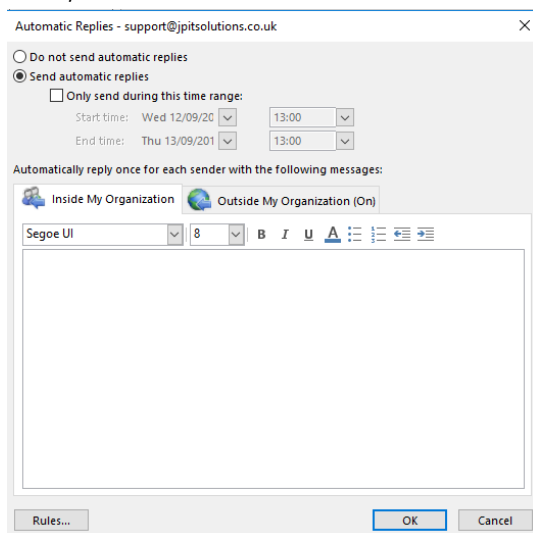
How to create out of office with Outlook 2016

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

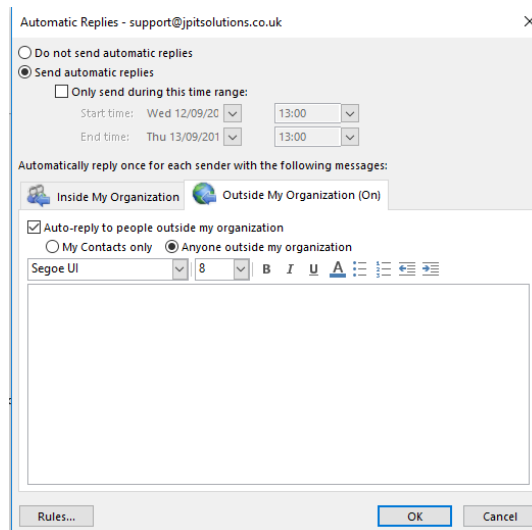


2. In the **Automatic Replies** dialog box, select the **Send Automatic Replies** check box.

If you want to specify a set time and date range, select the **Only send during this time range** check box. Then set the **Start time**, and then set the End time



3. In the **Inside my organization** tab, type the message that you want to send within your organization, and in the **Outside my organization** tab, type the message that you want to send outside your organization, then click **OK**.



If you selected the “Only send during this time range” option in step 2, the **Automatic Replies (Out of Office)** feature will continue to run until the date and time set for the End Time is reached.

Otherwise, the Automatic Replies (Out of Office) will continue to run until you repeat step 1 and select the “**Do not send automatic replies**” option.