HOW TO SETUP AUTOMATIC REPLIES IN OUTLOOK/OFFICE365

- **In outlook 2013-2016**

  For Microsoft Office Outlook 2016, 2013 and 2010

  1. Click the **File** tab, and then click the **Info** tab in the menu.
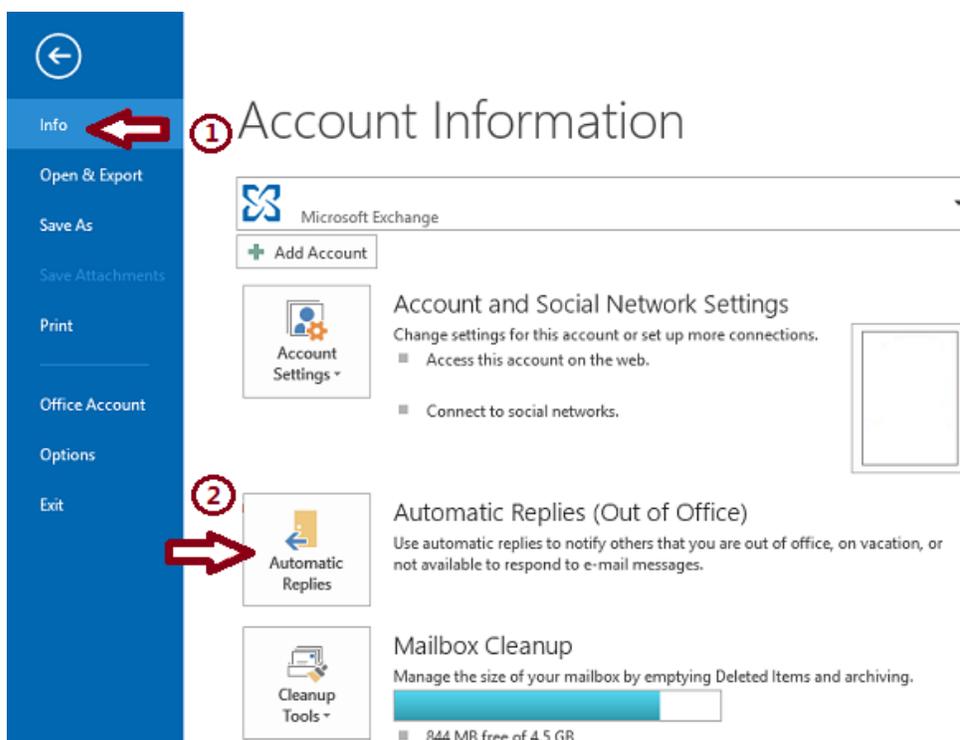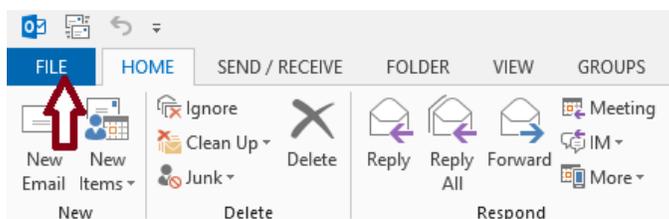
2. Click **Automatic Replies (Out of Office)**.
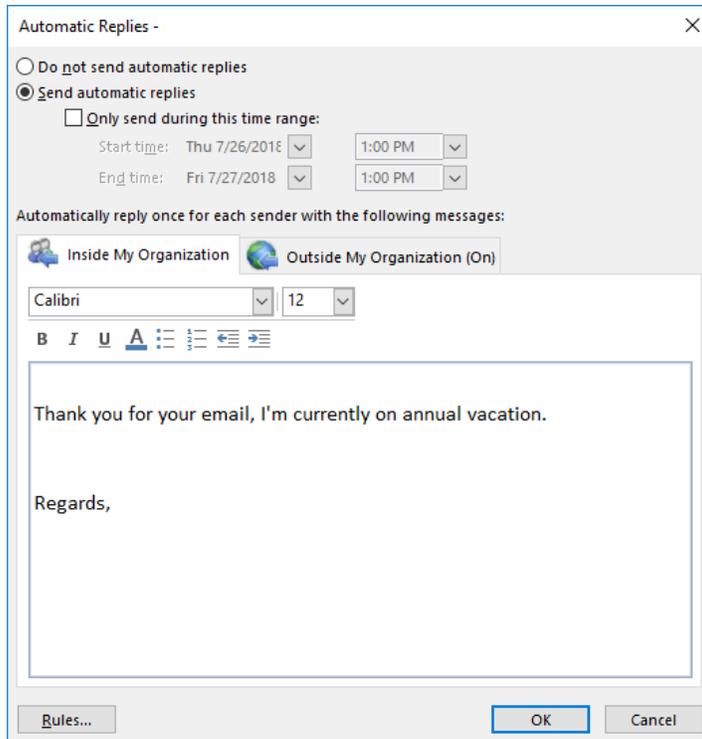
3. In the **Automatic Replies** dialog box, select the **Send Automatic Replies** option.

4. 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.

5. 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.

6. Click **OK**.

7. If you selected the "Only send during this time range" option in step 4, the **Automatic Replies (Out of Office)** feature will continue to run until the date and time set for the End Time in step 5 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.

- **In office365 Portal**

    1. Open Outlook on the web , and logon use your Account
    2. At the Top of the page select **settings** ⚙

    3. Select **Automatic Replies**
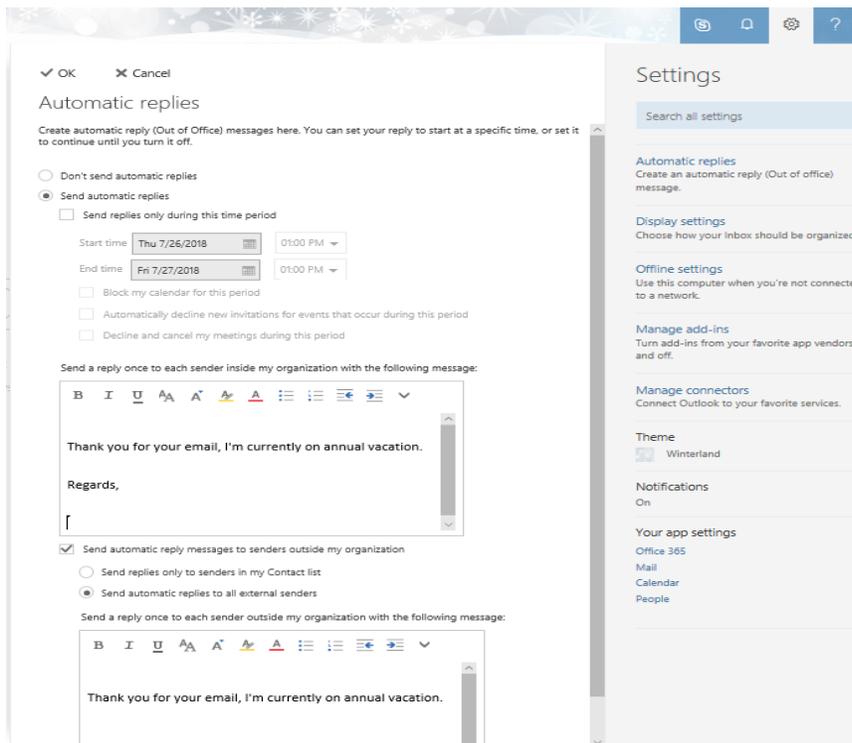
4. Select **Send Automatic Replies**

5. 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.

6. Type the message that you want to send **Inside my organization** and Select Send automatic replies to sender **Outside my organization** tab, type the message that you want to send outside your organization.

7. Click **OK**.