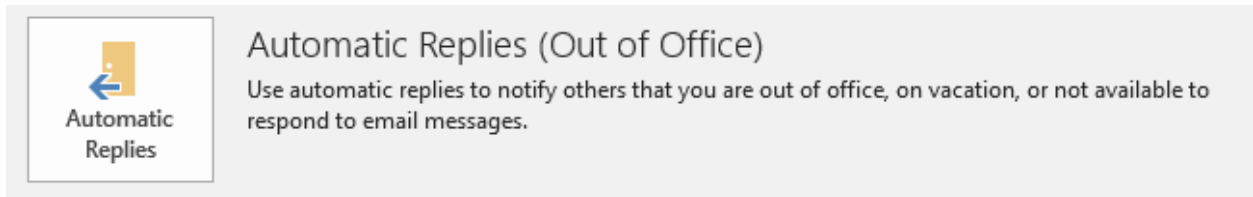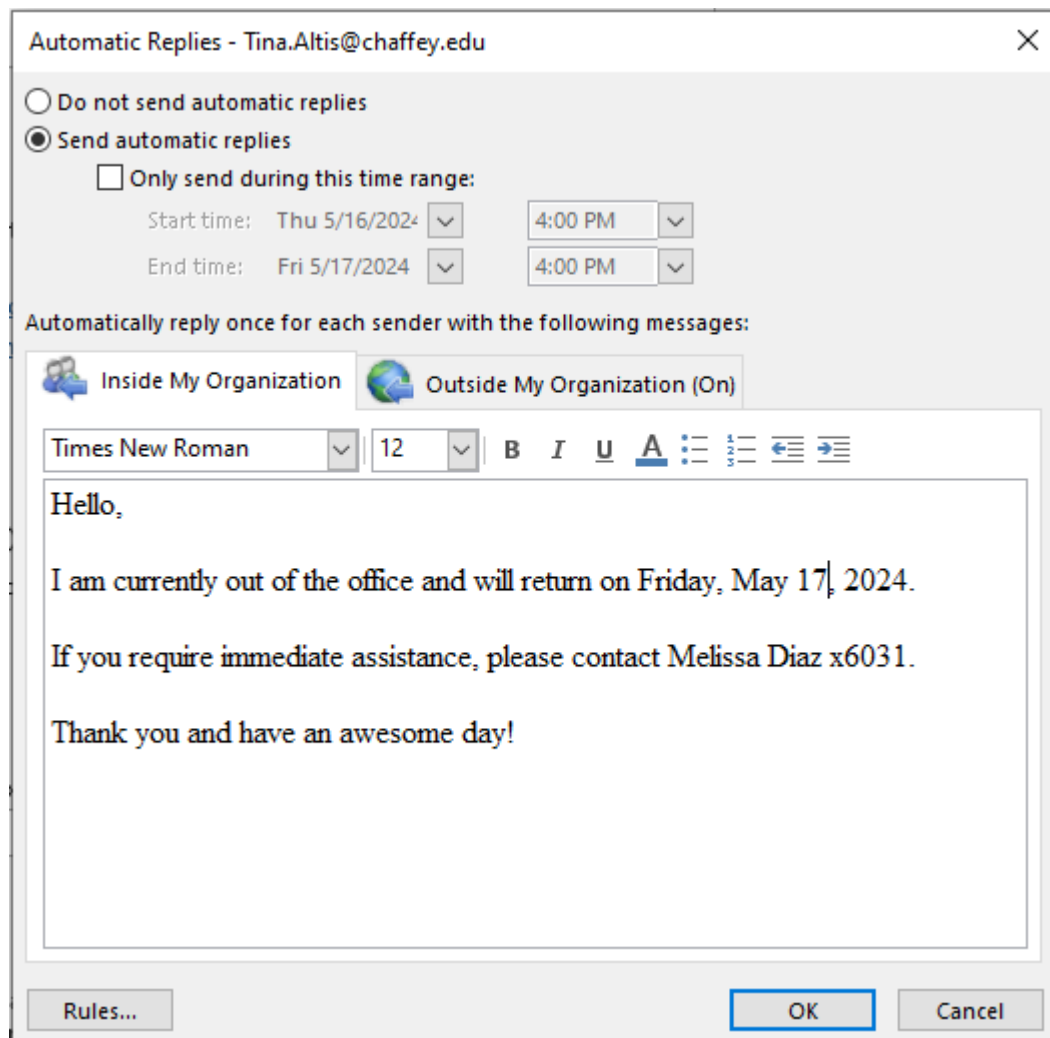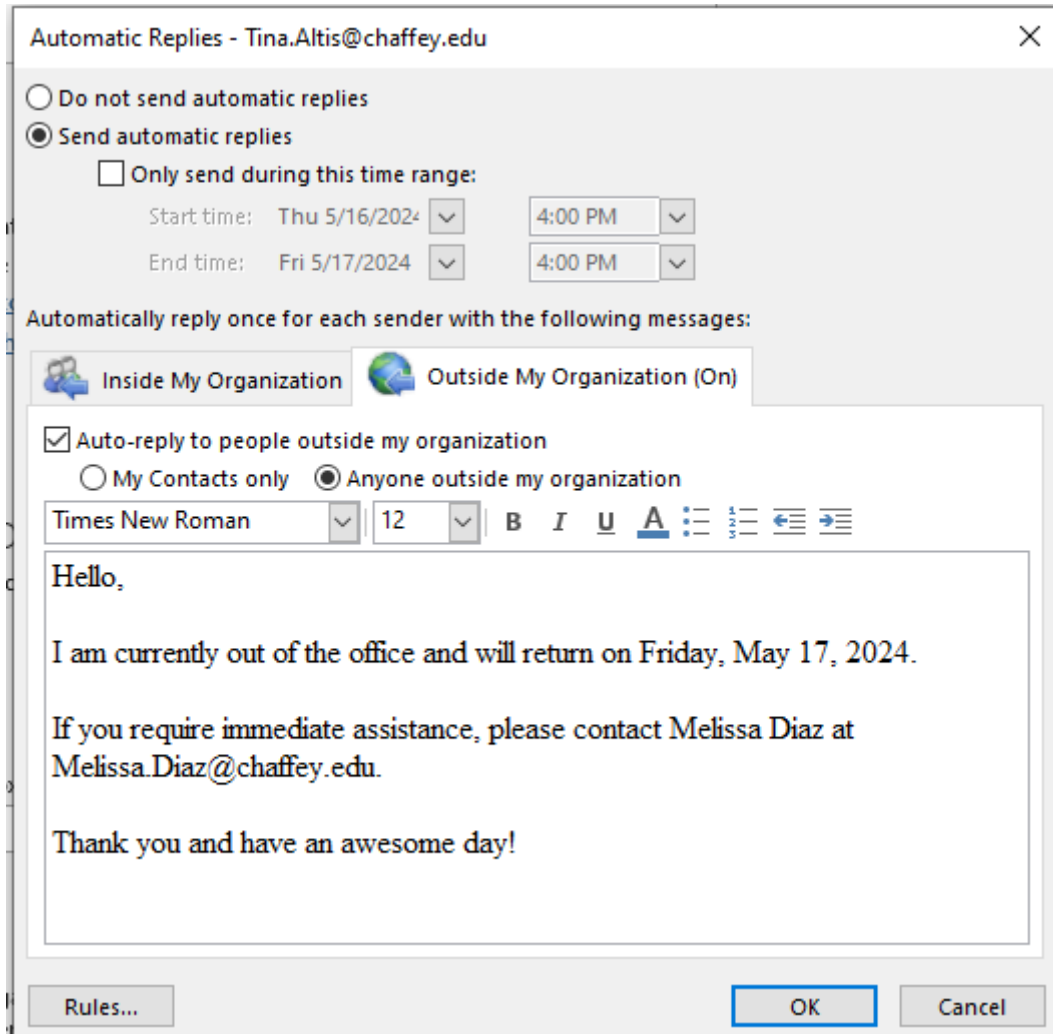# How to set up your out of office on Outlook

1. Click *File* at the top left of your Outlook screen
2. Click the *Automatic Replies (Out of Office)* picture.

3. Select the *Send automatic replies* button
4. Type your out of office message for Chaffey emails on the *Inside My Organization* tab.

5. For the *Outside My Organization* tab, select the *Auto-reply to people outside my organization* if you want to send out of office replies to non-Chaffey emails.
6. Select either *My contacts only* or *Anyone outside my organization*.
7. Type your out of office message for non-Chaffey emails.
   a. This can be the same message as the internal out of office messages or you can type something different.

Automatic Replies - Tina.Altis@chaffey.edu ✕

○ Do not send automatic replies
◉ Send automatic replies
   ☐ Only send during this time range:
      Start time: Thu 5/16/2024 ⌄   4:00 PM ⌄
      End time: Fri 5/17/2024 ⌄   4:00 PM ⌄

Automatically reply once for each sender with the following messages:

[Inside My Organization] [Outside My Organization (On)]

☑ Auto-reply to people outside my organization
   ○ My Contacts only   ◉ Anyone outside my organization

Times New Roman ⌄ 12 ⌄ B I U A ≔ ⅓≣ ⇤≣ ⇥≣

Hello,

I am currently out of the office and will return on Friday, May 17, 2024.

If you require immediate assistance, please contact Melissa Diaz at Melissa.Diaz@chaffey.edu.

Thank you and have an awesome day!

[Rules...]   [OK]   [Cancel]

8. If you wish to send the out of office replies at a specific date and time, select the *Only send during this time range* box.
   a. Then select the start date and time and end date and time.
9. Click OK

This will allow other individuals to see that you are out of office as they are creating their email message.

To turn the message off, select the *Turn off* button on your Outlook email screen, or on the *Automatic Replies* button under *File*.