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.



Automatic Replies (Out of Office)

Use automatic replies to notify others that you are out of office, on vacation, or not available to respond to email messages.

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

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)							
Times New Roman Image: Im							
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 x6031. Thank you and have an awesome day!							
Rules OK Cancel							

- 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	Х						
 Do not send automatic replies Send automatic replies Only send during this time range: Start time: Thu 5/16/2024 End time: Fri 5/17/2024 4:00 PM 							
Automatically reply once for each sender with the following messages:							
Auto-reply to people outside my organization							
O My Contacts only Anyone outside my organization Times New Roman 12 B I A A							
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 Cance							

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*.

	New New Email Items ▼	Clean Up - Delete Archive	Reply Reply Forward All	⊊َ IM ۲ آآ More ۲	□ Team Email ♀ Reply & Delete	
I	New	Delete	Respond		Qui	
AUTOMATIC REPLIES Automatic Replies are being sent for this account. Turn off						
	▲ Favorites		<	Search Curre	nt Mailbox	
	Automatic Replies (Out of Office) Use automatic replies to notify others that you are out of office, on vacation, or not available to respond to email messages. Automatic replies are being sent. Turn off					