

Set up automatic replies when you're out of the office

1. Choose **File > Automatic Replies**.

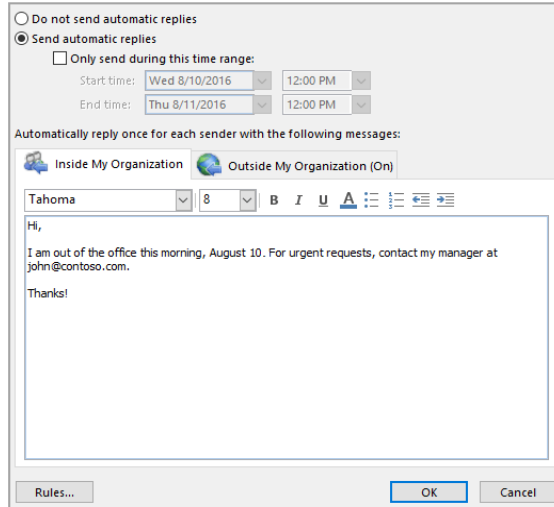


NOTE: If you don't see Automatic Replies, you probably don't have an Exchange server account. See [I have an account with Office 365 Home, Outlook.com, Hotmail, Gmail, Yahoo! or other POP or IMAP email provider](#)

2. In the **Automatic Replies** box, select **Send automatic replies**.

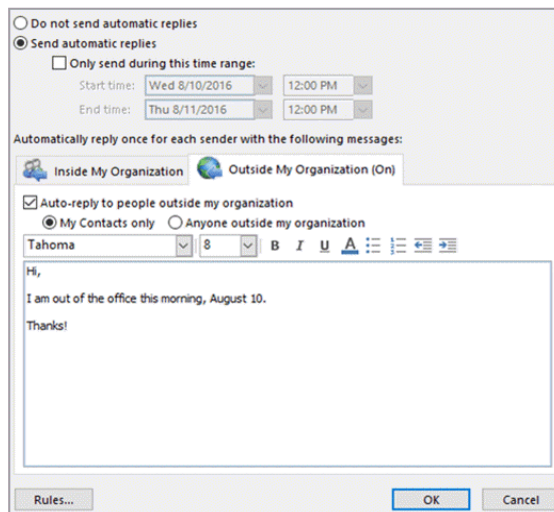
TIP: You can check the **Only send during this time range** box to schedule when your out of office replies are active. If you don't specify a start and end time, auto-replies are sent until you select the **Do not send automatic replies** check box to turn them off.

3. On the **Inside My Organization** tab, type the response that you want to send to teammates or colleagues while you are out of the office.



4. Optionally, if you'd like your automatic replies to be sent to people outside your organization, choose the **Outside My Organization** tab, check the **Auto-reply to people outside my organization** box, and then type the response you want to send while you are out of the office. Select whether you want replies sent to **My contacts only** or to **Anyone outside my organization** who sends you messages.

Note: Sending automatic replies to **anyone outside my organization** will send your automatic reply to every email, including newsletters, advertisements, and potentially, junk email. If you want to send automatic replies to those outside your organization, we recommend choosing **My contacts only**.



Turn off automatic replies

1. Choose **File > Automatic Replies**.



2. In the **Automatic Replies** box, choose **Do not send automatic replies**.