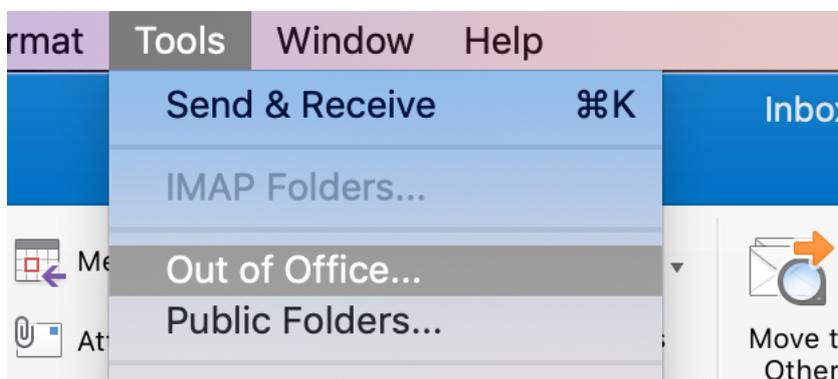


How to Set Email Out Of Office: [Outlook 2016 \(for Mac\)](#)



1. Open Outlook from your Applications, click 'Tools' from the Menu Bar and select 'Out Of Office'.



2. Outlook will open your Autoreply settings. To turn on your Automatic replies, tick the top box labelled 'Send Automatic Replies', and enter the text for your auto reply in the top box.

Choose the date and time period you wish your Out Of Office to remain active for, and when ready, click 'OK'

