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'

$\bigcirc \bigcirc \bigcirc$	Autoreply Settings
Send automatic	replies for account "jevon@lineal.co.uk"
Reply once to ea	ach sender with:
Thank you for co and Ou	ntacting me - unfortunately I am out of office for the holiday season between ur Office will re-open on January 2nd at 9am.
For urgent enquin	ries please contact
Only send rep	plies during this time period:
Start time:	07/12/2018 📋 12:00
End time:	02/01/2019 🛅 12:00
🗹 Also send rep	plies to senders outside my organization
Only to se	enders in my Contact list
Send to a	ill external senders
Reply once to	o each external sender with:
	Cancel OK