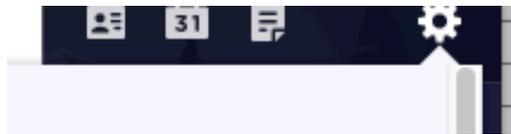


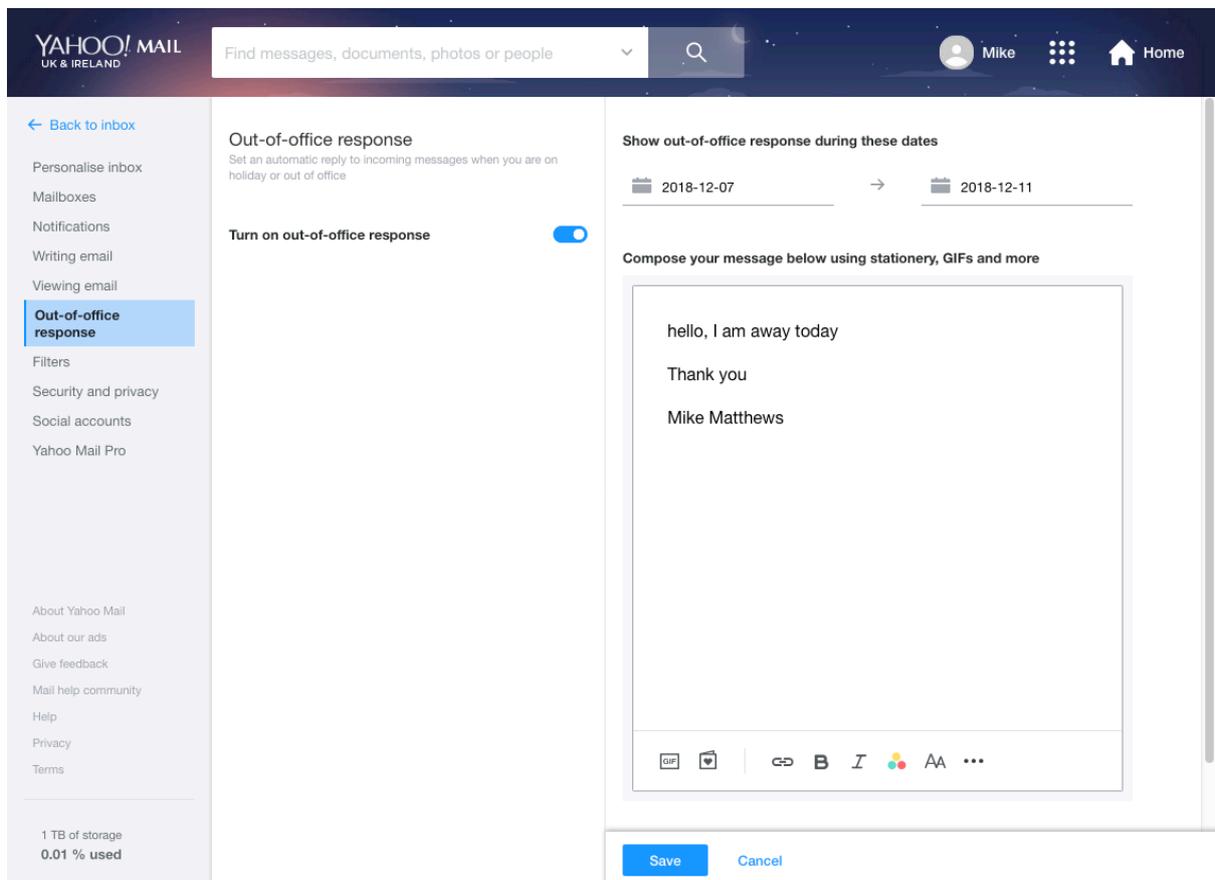
How to Set Email Out Of Office: [Yahoo! Mail](#)

1. Sign in to Yahoo! Mail and click the cog icon in the top right corner of your browser to access your settings. Click 'More Settings'



••• More settings

2. Click 'Out Of Office' Response from the left hand menu. Toggle the 'Turn On Out-Of-Office Response' Switch to ON.
3. Enter the to and from dates you wish your out of office to remain on for, enter the auto-response in the text box, and click 'Save'.

A screenshot of the Yahoo! Mail 'Out-of-office response' settings page. The page has a dark blue header with the Yahoo! Mail logo on the left, a search bar in the center, and a user profile 'Mike' on the right. The left sidebar contains a menu with 'Out-of-office response' highlighted. The main content area is divided into two columns. The left column is titled 'Out-of-office response' and includes a sub-header 'Set an automatic reply to incoming messages when you are on holiday or out of office'. Below this is a toggle switch labeled 'Turn on out-of-office response' which is currently turned on. The right column is titled 'Show out-of-office response during these dates' and shows a date range from '2018-12-07' to '2018-12-11'. Below this is a text box for composing the message, which contains the text: 'hello, I am away today', 'Thank you', and 'Mike Matthews'. At the bottom of the page are 'Save' and 'Cancel' buttons.