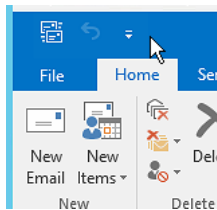
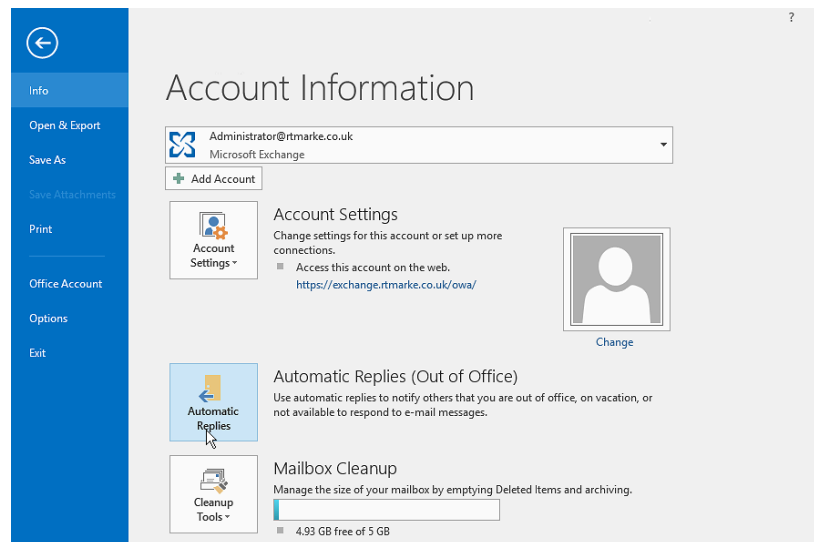


How to Set Email Out Of Office: Outlook 2016 (for PC)



1. Open Outlook and click to the 'File' Menu from the top toolbar.

2. From the 'Info' Tab click the 'Automatic Replies/Out Of Office' Button to open the Automatic Replies Window.



3. Click 'Send Automatic Replies' at the top - choose the date and time period you wish your Out Of Office to remain active for, enter the message you wish to use for your Autoreply in the 'Outside My Organisation' text field, and click 'OK'.

