Setting Out of Office in Outlook

1. Open Outlook and click **File** in the top left hand corner to open **Account Information**.



2. Once in Account Information, click Automatic Replies (Out of Office)



3. Select **Send automatic replies.** Tick **Only send during this time range** and enter the date and time.

Input the message for **Inside My Organisation** and one for **Outside My Organisation**. Your Out of Office is set.

lutomatic kepiles	X Automatic Replies
Do not send automatic replies	O Do not send automatic replies
0) Send automatic replies	
utomatically reply once for each sender with the following messages:	Automatically reply once for each sender with the following messages:
🍇 Inside My Organization 🚳 Outside My Organization (On)	🚳 Inside My Organization 🔕 Outside My Organization (On)
Segoe UI v 8 v B I U A 🗄 🗁 🕈 🕬	Auto-reply to people outside my organization My Contacts only
	Hi I'm on annual leave until Monday 4 Januan/and will respond to your email on my return. Kind Regards

This section only applies if you would like to forward the email.

4. Click **Rules** then **Add Rule**. Click **Sent to** and add **your** email address. Check **Sent directly to me** and **Copied (Cc) to me**. Check **Forward** and click **To** and select the email you would like the emails to be forwarded to.

Your Out of Office is set, and emails are forwarded to the chosen recipient.

	Edit Rule ×
	When a message arrives that meets the following conditions: OK
	From Cancel
	Sent To Your email address Advanced Advanced
	Subject: Check Names
	Message body:
Automatic Reply Rules ×	Perform these actions: Do not process subsequent rules
These rules will be applied to incoming messages while you are out of the office:	Alert with Action
Status Conditions Actions	🕸 🗌 Move to 🛛 Folder
Move Up	😫 🗋 Copy to Folder
Move Down	Server To
	Method: Standard ~
Add Rule Delete Rule Show rules for all profiles	🚱 🗌 Reply with Template
OK Cancel	Custom