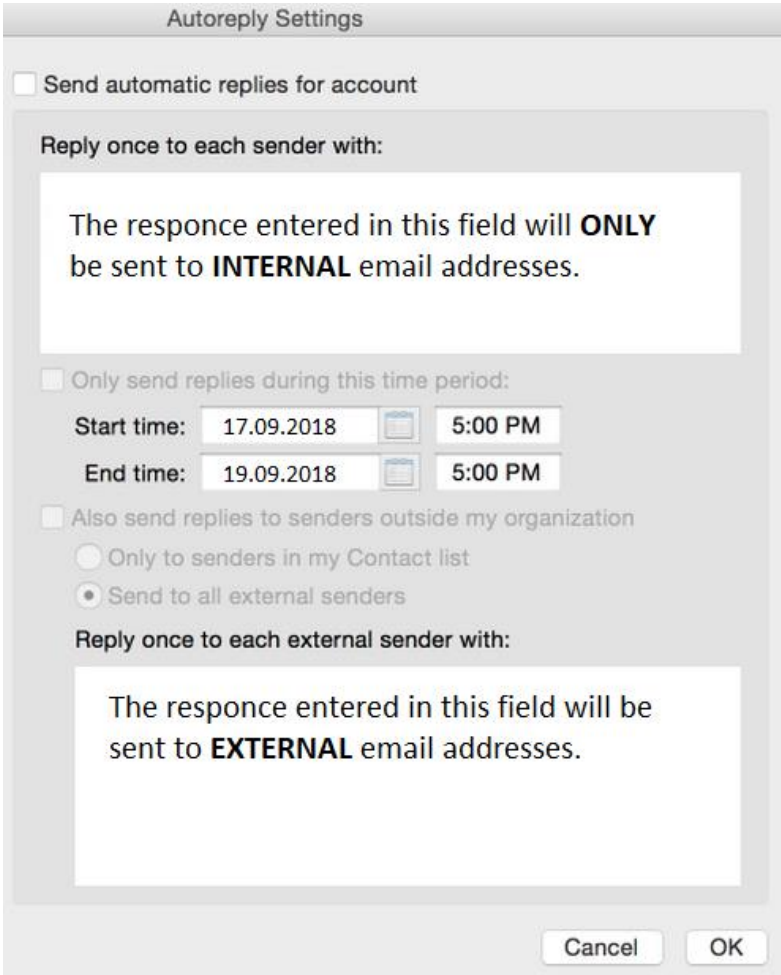


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## How to set up out of office with Outlook 2016 - Mac

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1. In Outlook, click on **Tools** > select **Out of Office** from the menu bar.
2. Select **Send automatic replies for the account**.
3. Enter your out of office response in the **Reply to messages with** box below.
4. Specify a start and end time for the reply to activate and deactivate. Check the **I am out of the office between** box and specify the time in the **START date** and **End Date** field.



The screenshot shows the 'Autoreply Settings' dialog box in Outlook 2016 for Mac. The 'Send automatic replies for account' checkbox is checked. The 'Reply once to each sender with:' text box contains the message: 'The response entered in this field will **ONLY** be sent to **INTERNAL** email addresses.' The 'Only send replies during this time period:' checkbox is also checked. The 'Start time' is set to 17.09.2018 at 5:00 PM, and the 'End time' is set to 19.09.2018 at 5:00 PM. The 'Also send replies to senders outside my organization' checkbox is unchecked, with the radio button for 'Send to all external senders' selected. The 'Reply once to each external sender with:' text box contains the message: 'The response entered in this field will be sent to **EXTERNAL** email addresses.' The dialog box has 'Cancel' and 'OK' buttons at the bottom right.

### Turn Off Out of Office Replies

If you did not set up the length of time to send replies perform the following.

1. Go to the **Tools** option.
2. Select **Out of Office...** and the box will appear.
3. Uncheck the top box that says **Send Automatic Replies**
4. Select **OK** to finish.