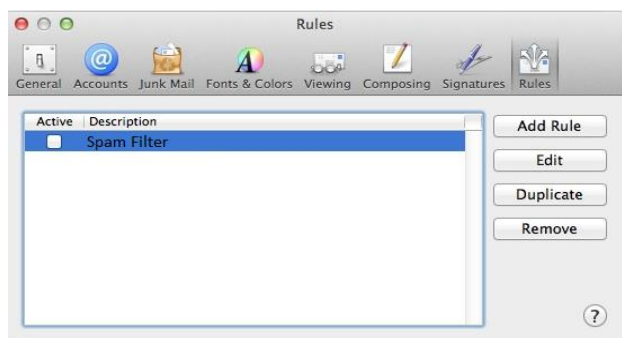


## How to set out of office with Mac Mail

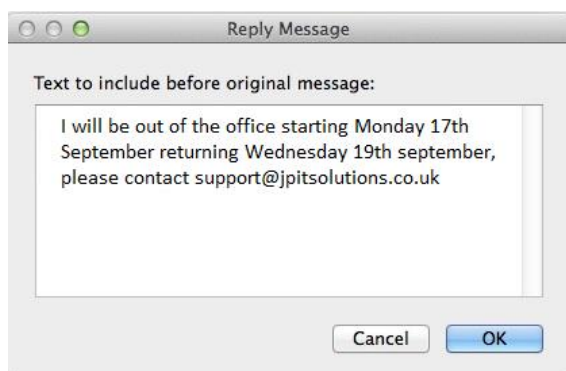
1. Launch **Mail** and go to **preferences** > **Rules**



2. Click **add rule** > Give it a **description** > then set your condition to apply to **every message** using the dropdown menu > then choose to perform the **reply to message** action from the second drop down menu



3. Next click **reply message text** to bring up the text input window, here enter the message to send in reply to emails whilst you are out of the office. Then click ok.



### **IMPORTANT**

4. Mail will now ask you if you would like to apply the rule to existing message. **CHOOSE DON'T APPLY**. This will ensure only new messages receive your out of office message

*Choosing 'apply' will send your out of office message to **EVERY** existing email in your account.*

