

How to set up your out of office message

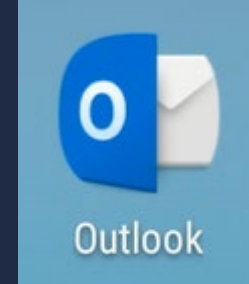
Outlook App for Android

Outlook App for Android - Out of Office

To start your setup.

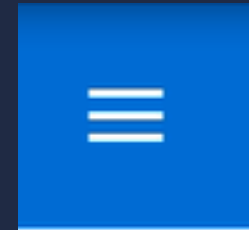
1. Click on the Outlook icon

1



2. Click on the Menu button, the three lines in the top left of the screen

2



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3. Click on the Settings icon

3



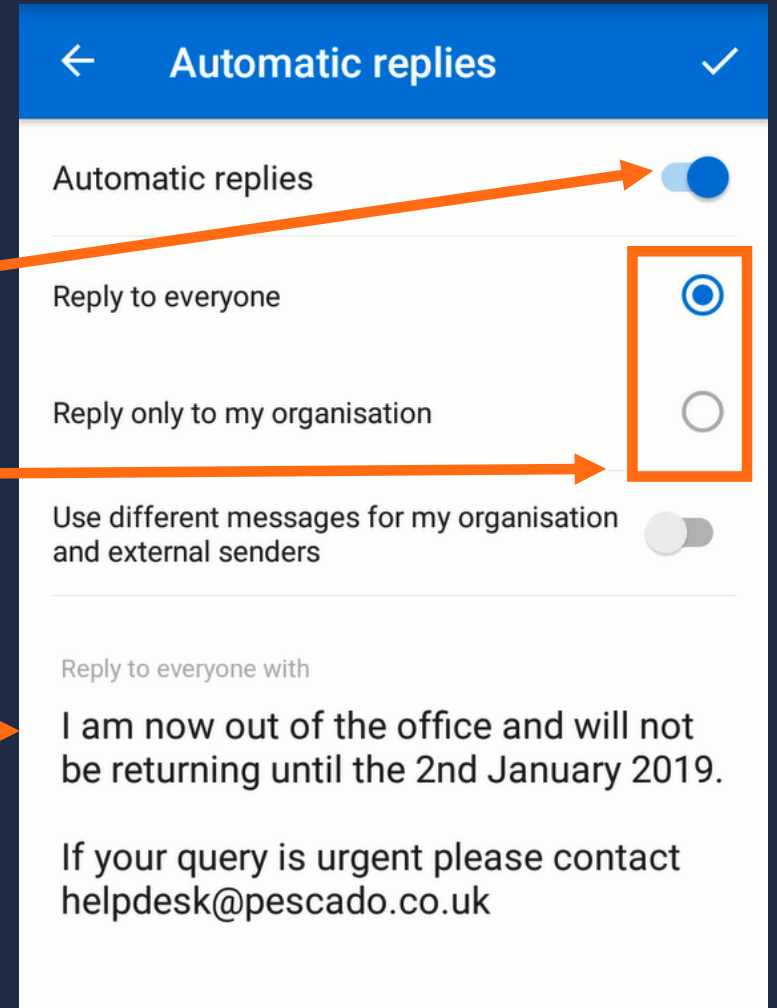
4. Choose the Account you want to set up your out of office message on. E.g. XXXX.XXX@pescado.co.uk

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5. Click on the Automatic replies

6. Click to enable automatic replies and choose who you want your replies to go to

7. Enter your out of office message text



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8. Click on OK to enable your out of office message

