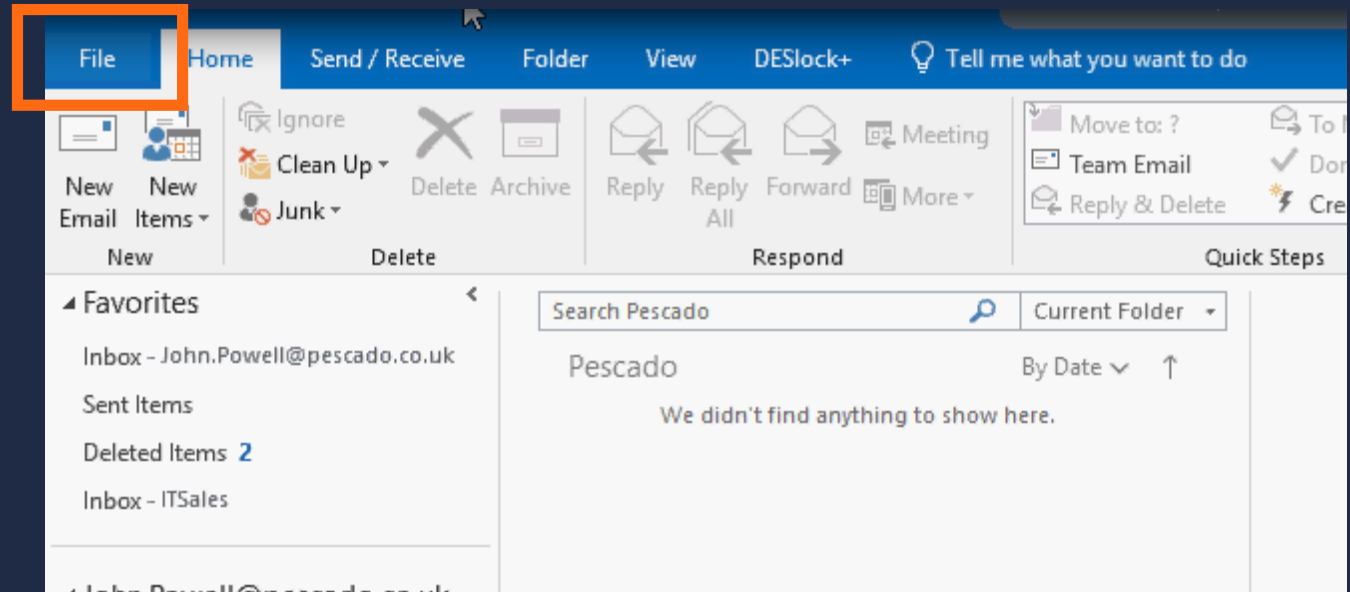


# How to set up your out of office message

## Microsoft Outlook & Exchange

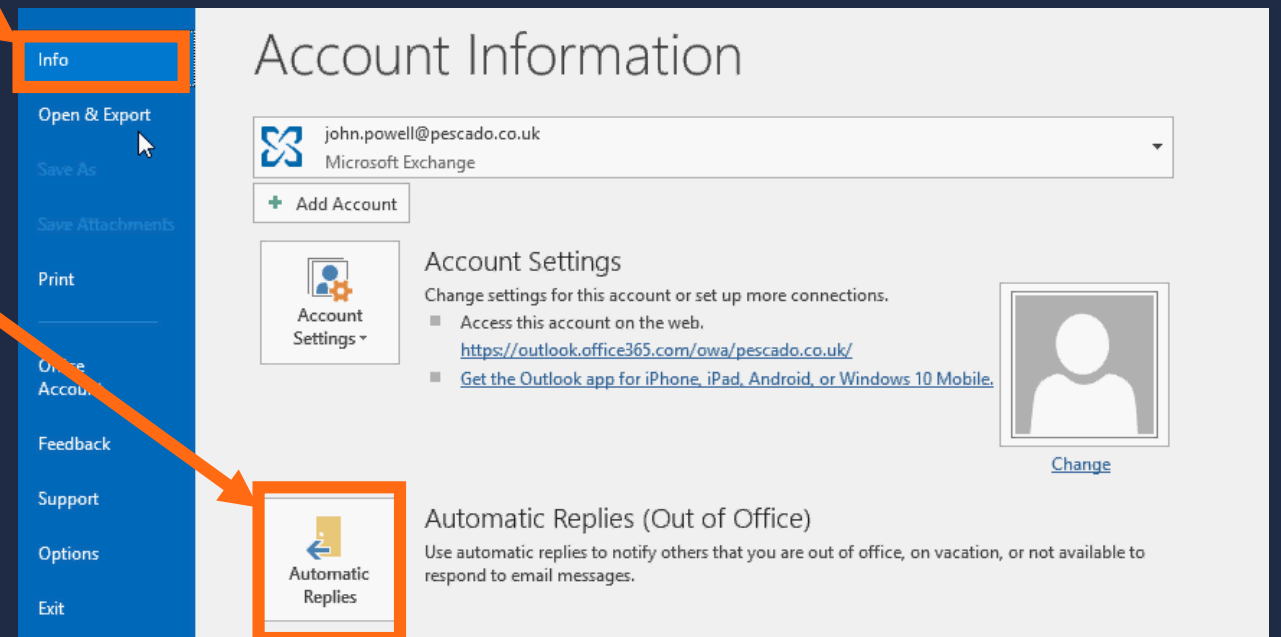
# Microsoft Outlook Out of Office

- To start your setup.
- In Outlook, click on File



# Microsoft Outlook Out of Office

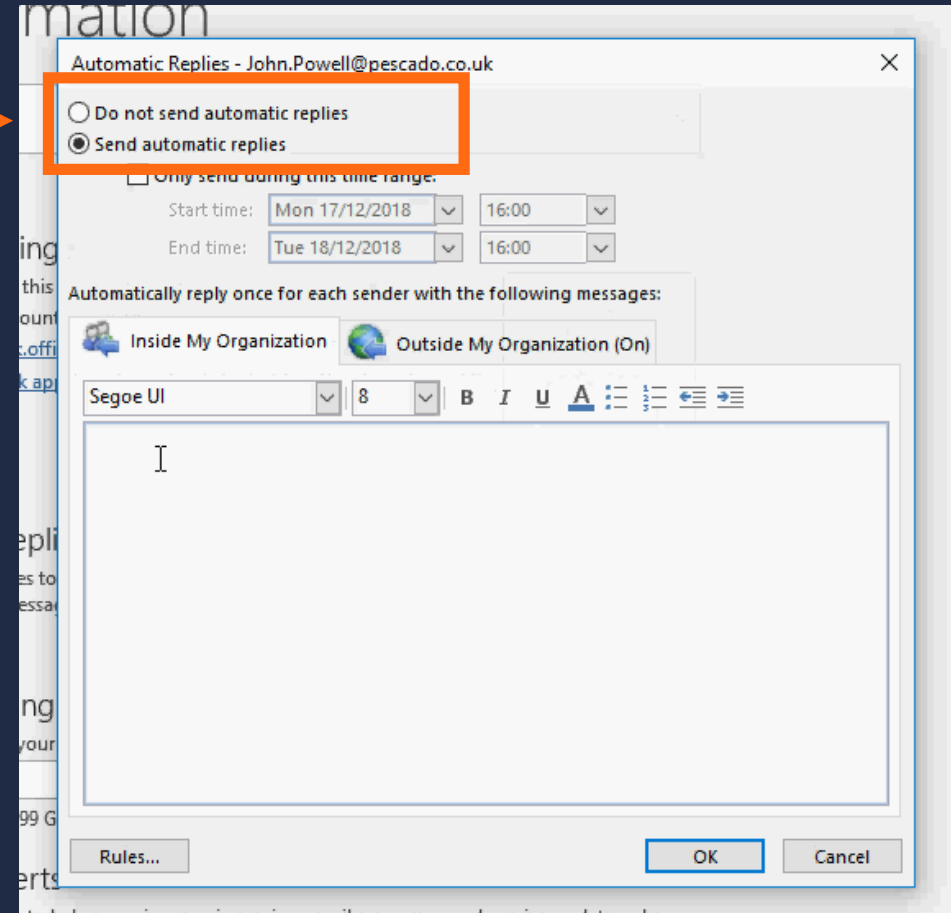
- Click on Info
- Then select Automatic Replies (Out of Office).



The screenshot shows the 'Account Information' page in Microsoft Outlook. On the left, a blue navigation pane contains several options: 'Info', 'Open & Export', 'Save As', 'Save Attachments', 'Print', 'Online Accounts', 'Feedback', 'Support', 'Options', and 'Exit'. The 'Info' option is highlighted with an orange box, and an orange arrow points from it to the 'Automatic Replies' option in the main content area. The 'Automatic Replies' option is also highlighted with an orange box, and another orange arrow points from the 'Automatic Replies' text in the list to the 'Automatic Replies' section header in the main content area. The main content area is titled 'Account Information' and displays the account name 'john.powell@pescado.co.uk' and 'Microsoft Exchange'. Below this, there is an 'Add Account' button, an 'Account Settings' section with a gear icon, and an 'Automatic Replies (Out of Office)' section with a blue arrow icon. The 'Automatic Replies' section includes a description: 'Use automatic replies to notify others that you are out of office, on vacation, or not available to respond to email messages.' and a 'Change' link next to a placeholder profile picture.

# Microsoft Outlook Out of Office

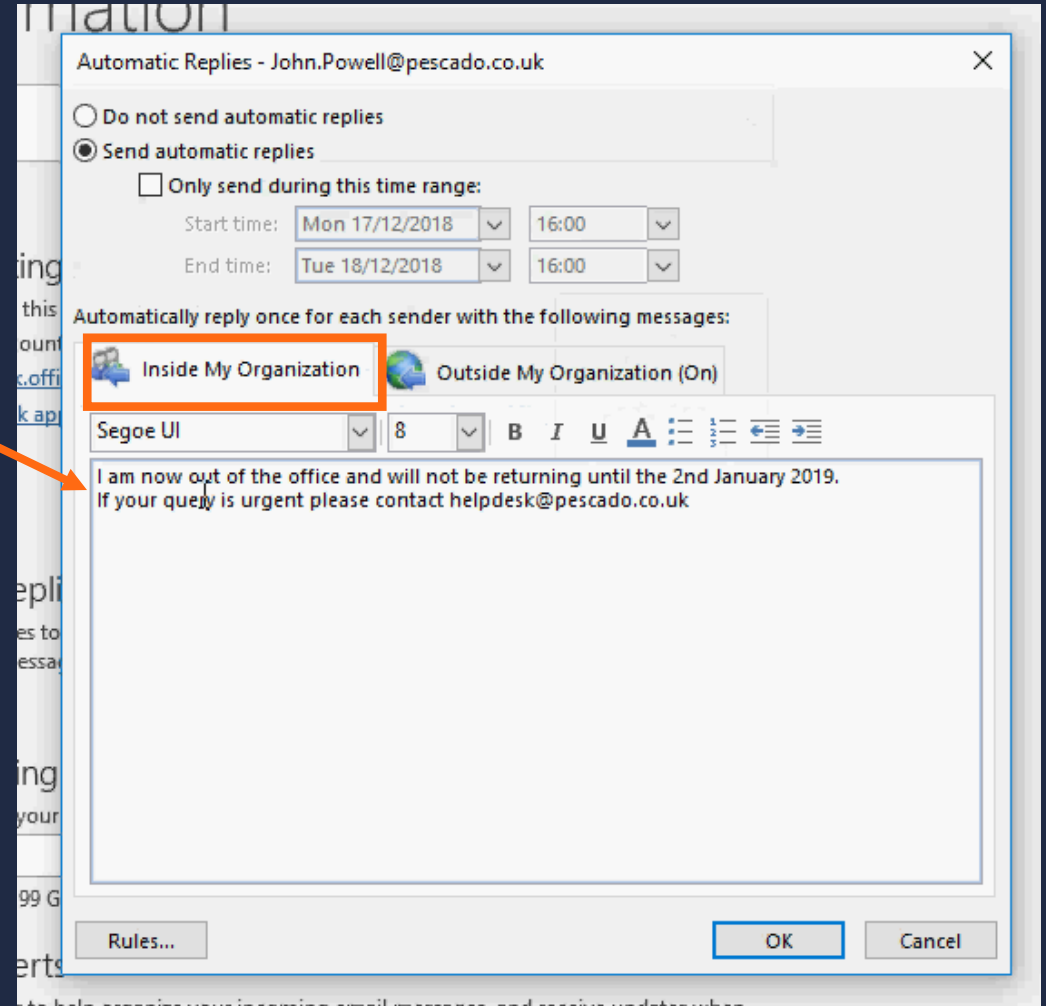
- Tick the box that says Send Automatic Replies



# Microsoft Outlook Out of Office

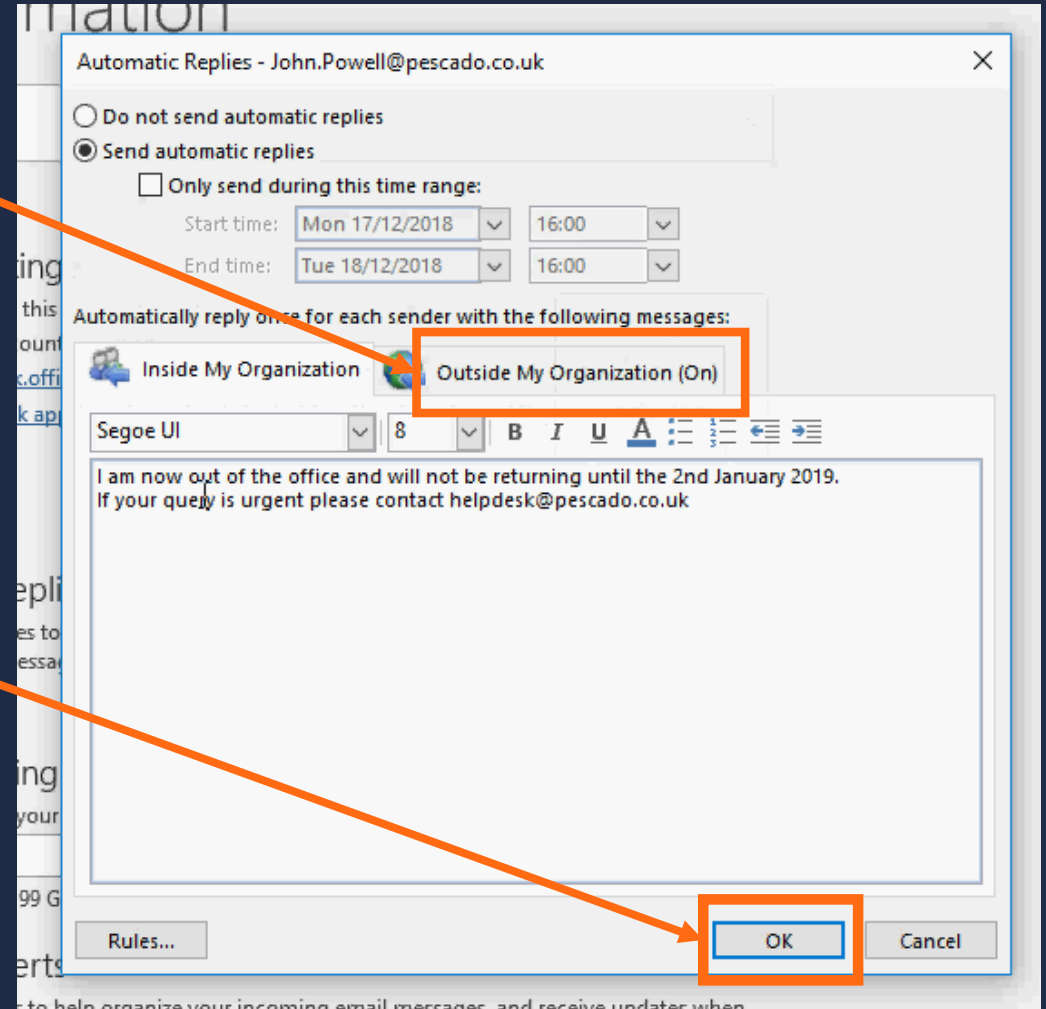
- Enter the text you wish to send to your colleagues –

Tip: keep your message professional as your out of office message may get forwarded to people outside your company



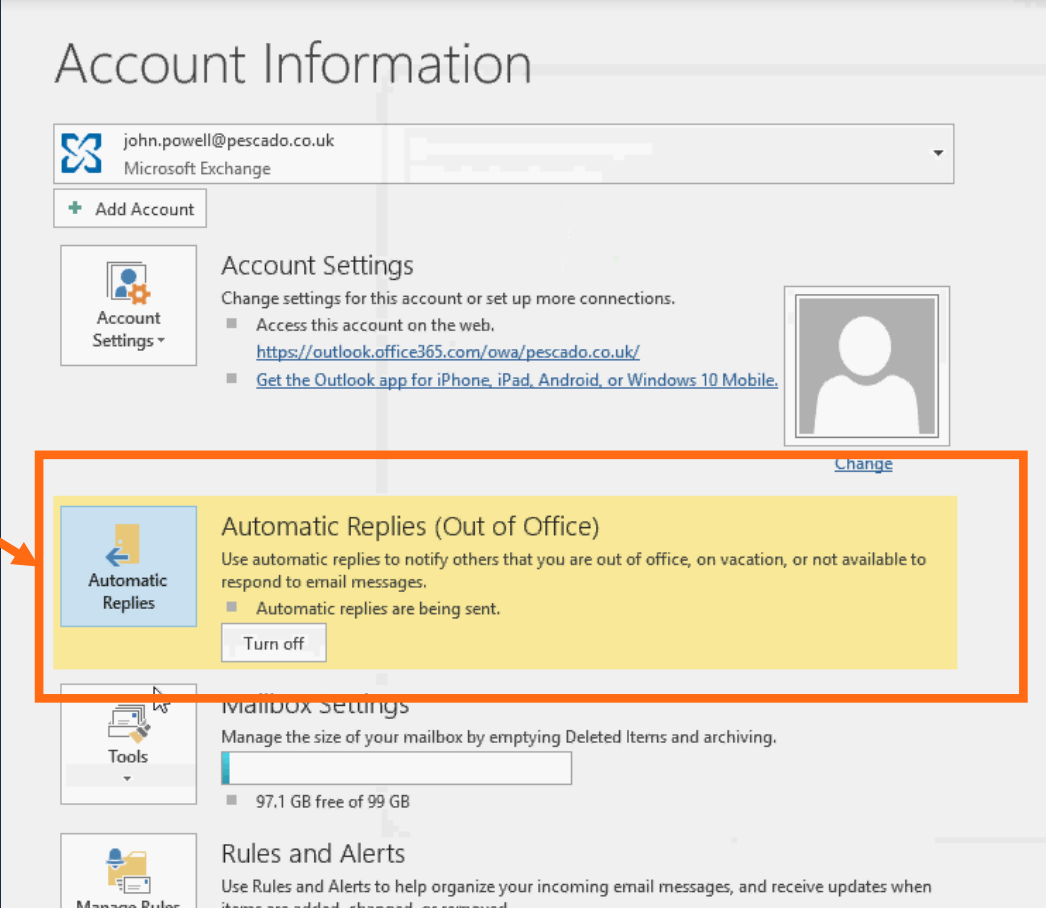
# Microsoft Outlook Out of Office

- Enter the text you wish to send to external contacts and click OK



# Microsoft Outlook Out of Office

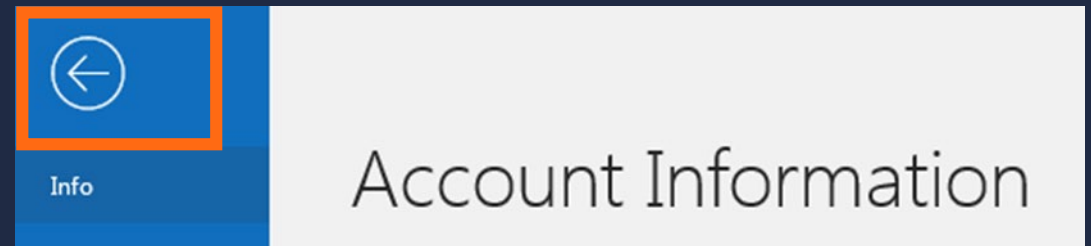
- Your out of office message is now enabled and will be sent to all contacts who email you



The screenshot shows the 'Account Information' page in Microsoft Outlook. The account is identified as 'john.powell@pescado.co.uk' on 'Microsoft Exchange'. Under the 'Account Settings' section, the 'Automatic Replies (Out of Office)' option is highlighted with a yellow background and an orange border. The status indicates that 'Automatic replies are being sent' and provides a 'Turn off' button. Other visible settings include 'Mailbox Settings' (97.1 GB free of 99 GB) and 'Rules and Alerts'.

# Microsoft Outlook Out of Office

Click the arrow in the top left of the screen to take you back to the home page





# Microsoft Outlook Out of Office

- When you return to the office, to stop out of office messages being sent, click Turn Off

