

## Office 365 Outlook - Out of Office

In this tutorial we will show you how to setup automatic replies in the Outlook app.

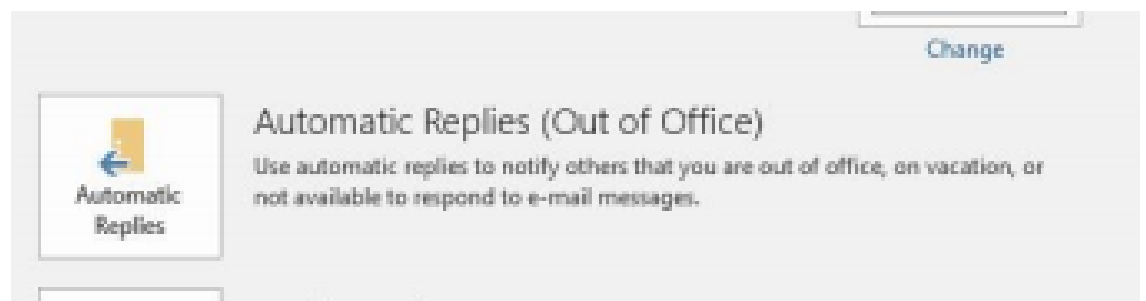
**Step 1:** Open the Outlook program



**Step 2:** Select **File** at the top left

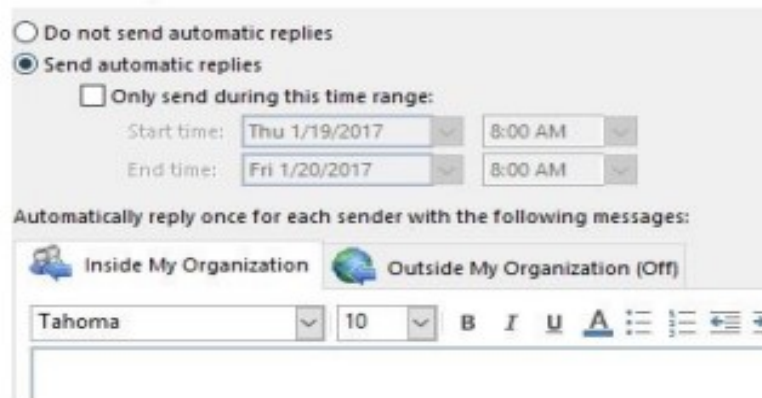


**Step 3:** Select Automatic Replies



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**Step 4:** On the following screen, Click to send automatic replies and set the date range to be enabled along with the message you would like entered. (This is for internal emails only @semo.edu)



Do not send automatic replies  
 Send automatic replies

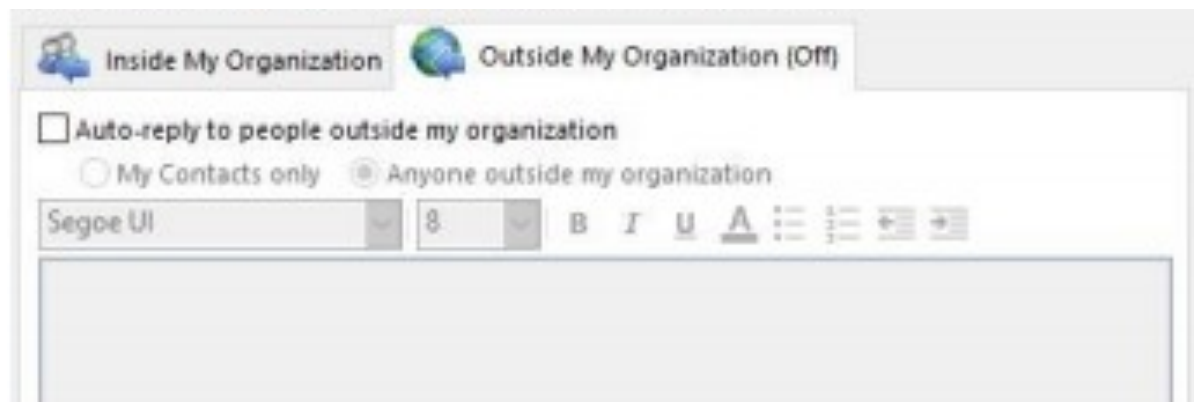
Only send during this time range:  
Start time: Thu 1/19/2017 8:00 AM  
End time: Fri 1/20/2017 8:00 AM

Automatically reply once for each sender with the following messages:

Inside My Organization  Outside My Organization (Off)

Tahoma 10 B I U A

**Step 5:** There is also a field to send automatic replies to all outside emails addresses, @yahoo, @gmail, @hotmail, etc.



Inside My Organization  Outside My Organization (Off)

Auto-reply to people outside my organization  
 My Contacts only  Anyone outside my organization

Segoe UI 8 B I U A

Didn't work for you? If your problem still persists, call the IT Help Desk at  
573-651-4357