

Send automatic out of office replies from Outlook

You can only send automatic out-of-office replies using these steps if you have an Office 365, Outlook.com, or Exchange account. For all other email accounts, see Forward and redirect email automatically.

1. Select **File > Automatic Replies**.



2. In the **Automatic Replies** box, select **Send automatic replies**.

Optionally, set a date range for your automatic replies. This will turn off automatic replies at the date and time you enter for the end time. Otherwise, you'll need to turn off automatic replies manually.

Note: If you don't see Automatic Replies, you're probably using Outlook with a POP or IMAP account. See Forward and redirect email automatically for instructions on setting up automatic replies.

3. On the **Inside My Organization** tab, type the response that you want to send to teammates or colleagues while you are out of the office.

Note: Sending automatic replies to **anyone outside my organization** will send your automatic reply to every email, including newsletters, advertisements, and potentially, junk email. If you want to send automatic replies to those outside your organization, we recommend choosing **My contacts only**.

4. Select **OK** to save your settings.

Turn off automatic out-of-office replies

When Outlook is setup to send automatic replies, you'll see a message under the ribbon with this information. Select **Turn off** to disable automatic out-of-office replies. If you want to modify the dates for your automatic reply or the message sent, use the steps above to modify your settings.

