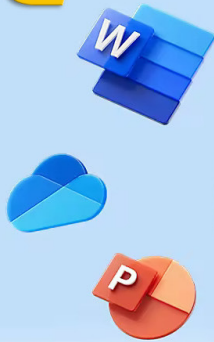




Guides & Tutorials

hello@it.ie

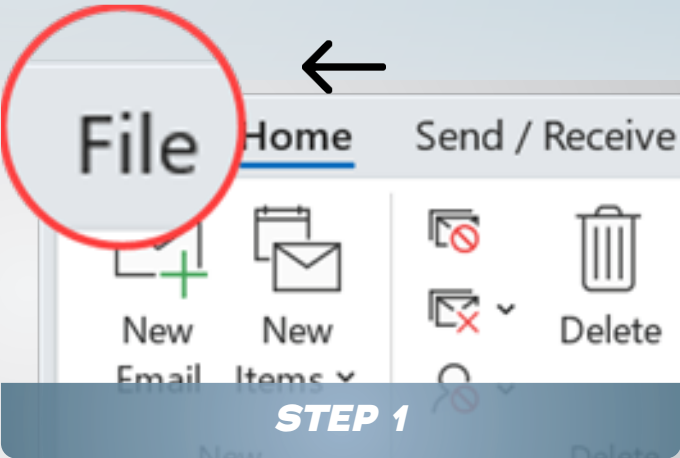


Microsoft 365 Tips & Tricks

How to Set Up
Out Of Office
in Microsoft
Outlook

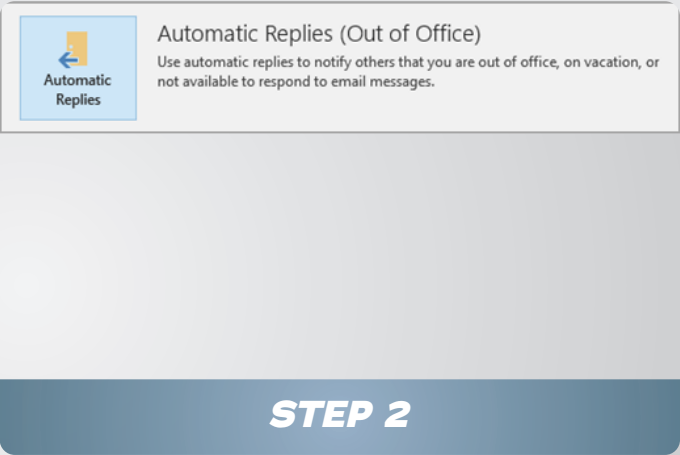
STEP 1.

Select > File on the left end of the ribbon.



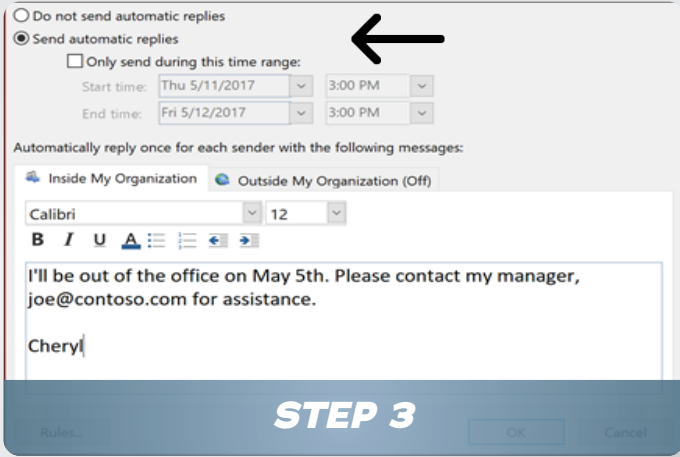
STEP 2.

Select > Automatic Replies.



STEP 3.

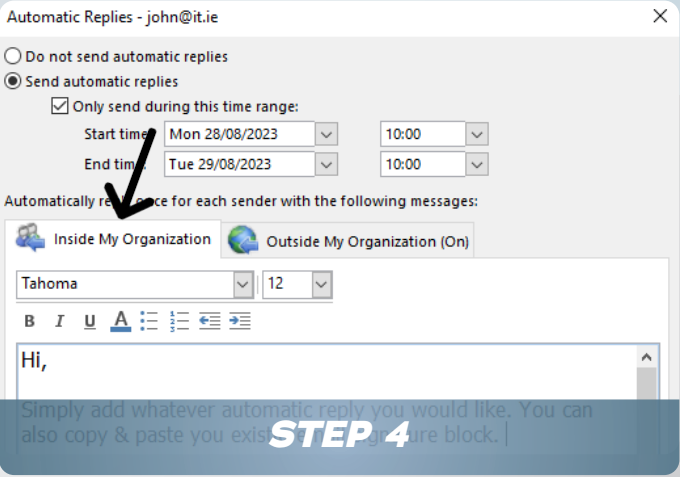
Select > Send Automatic Replies. (Here You Can Also Set The Automatic Reply Start Date & Time And The End Date & Time)



STEP 4.

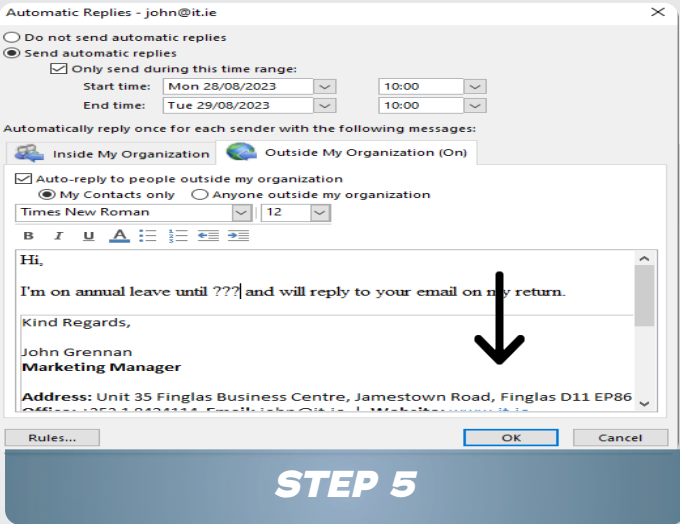
On The Inside My Organisation Tab, Type The Response That You Want To Send.

Note: Sending Automatic Replies To Anyone Outside My Organisation Will Send Your Automatic Reply To Every Email. We Recommend Choosing 'My Contacts' Only.

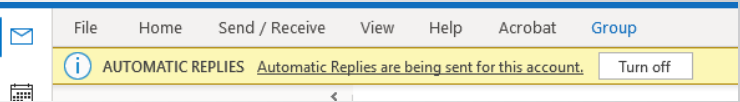


STEP 5.

Select > OK to save your settings.



To Cancel Automatic Replies, Simply Select 'Turn Off' That Will Be Sitting Just Below Your Outlook Menu Ribbon.





IT.ie Guides



Dublin: Unit 35, Finglas Business Centre | D11 EP86

Cork: Unit P5, Marina Commercial Park | T12 PN7f

Galway: Galway Technology Centre | H91 D932

Phone: 1800 353 353

Email: hello@it.ie

www.it.ie