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Set up your out of office message before the holidays [1]

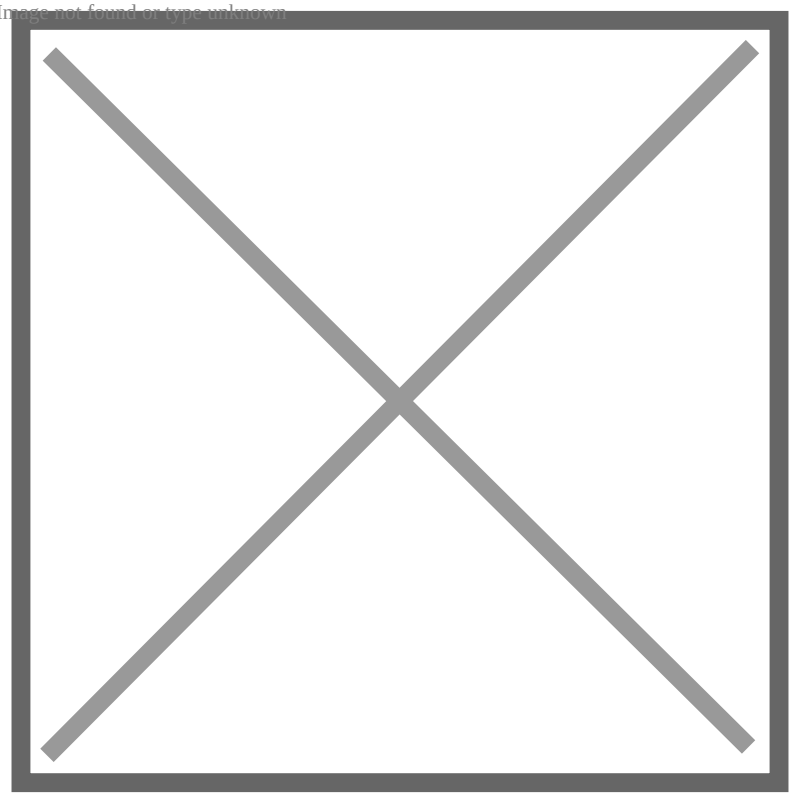
November 9, 2026 by ES and UIS Communications [2]

Outlook's automatic replies (also called out of office) can be scheduled in advance, so they turn on when your time off starts and turn off when it ends.

Set automatic replies in new Outlook or Outlook on the web

1. Select **Settings** (the gear icon) in the upper-right corner, then select **Accounts** and **Automatic replies**.
2. Turn on the **Turn on automatic replies toggle**.
3. Check the box to **Send replies only during a time period**, then enter your start and end dates and times. If you skip this, your replies stay on until you turn them off.

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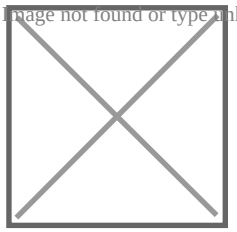


4. Type your message in the box.
5. To also reply to people outside CU, check **Send replies outside your organization**.
6. Select **Save**.

Set automatic replies in classic Outlook for Windows

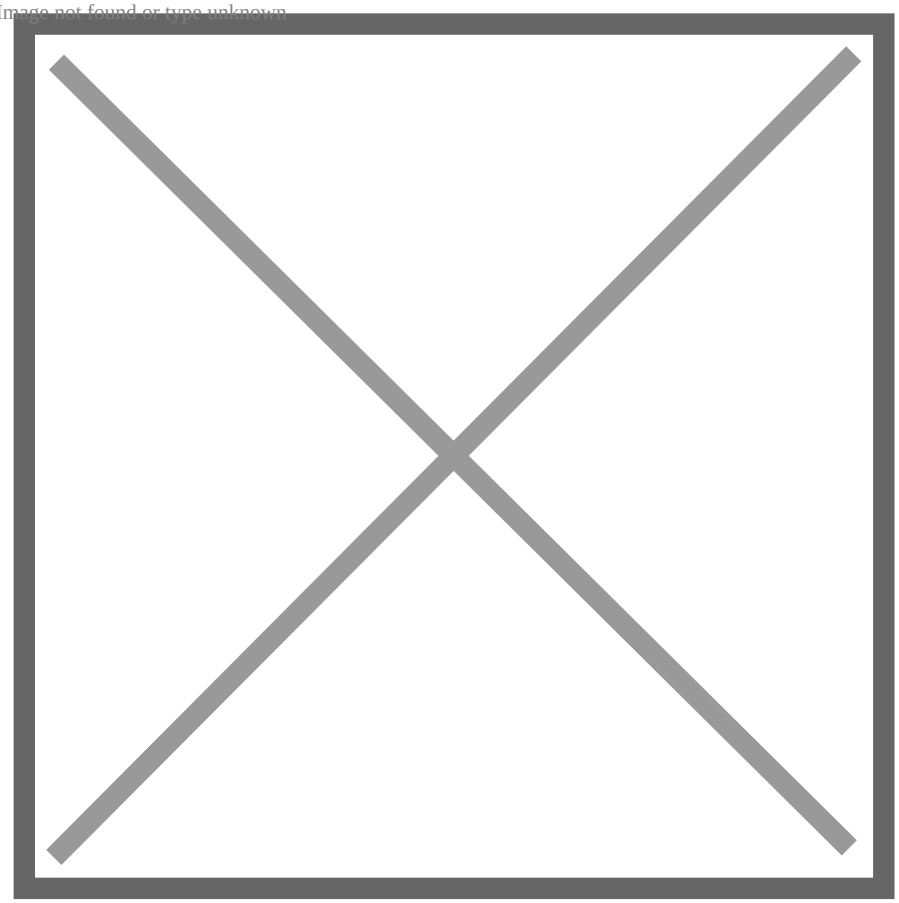
1. Select **File**, then **Automatic Replies**.

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2. Select **Send automatic replies**. To schedule, check **Only send during this time range** and set your start and end times.

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3. Type your message in the **Inside My Organization** tab, the **Outside My Organization tab**, or both.
4. Select **OK**.

Good to know

- **Calendar options:** In new Outlook, you can also choose to block your calendar for the period or automatically decline new meeting invitations while you're away.

Outlook email [3], hybrid work [4]
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