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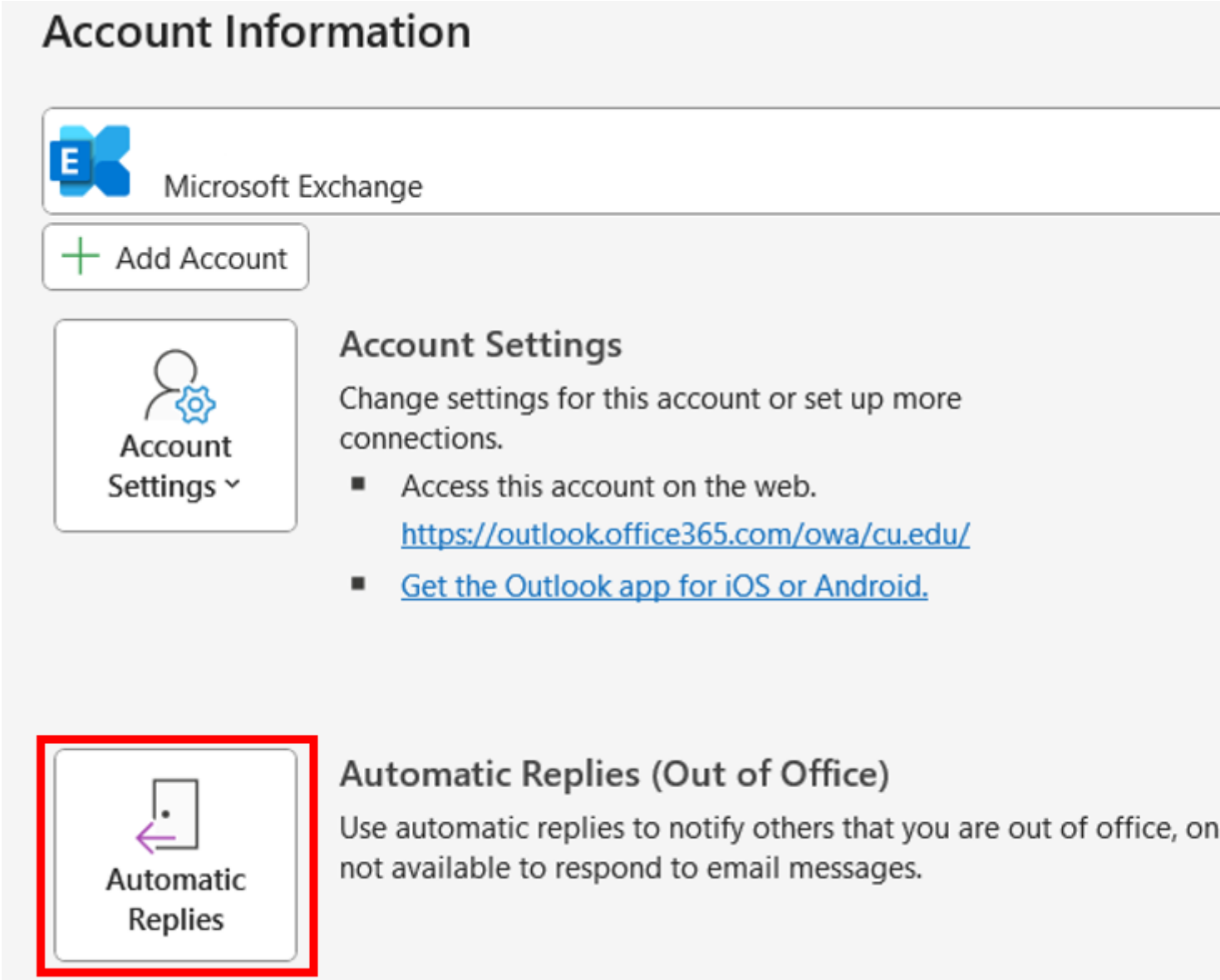
Setting up automatic out-of-office replies [1]

April 1, 2026 by ES and UIS Communications [2]

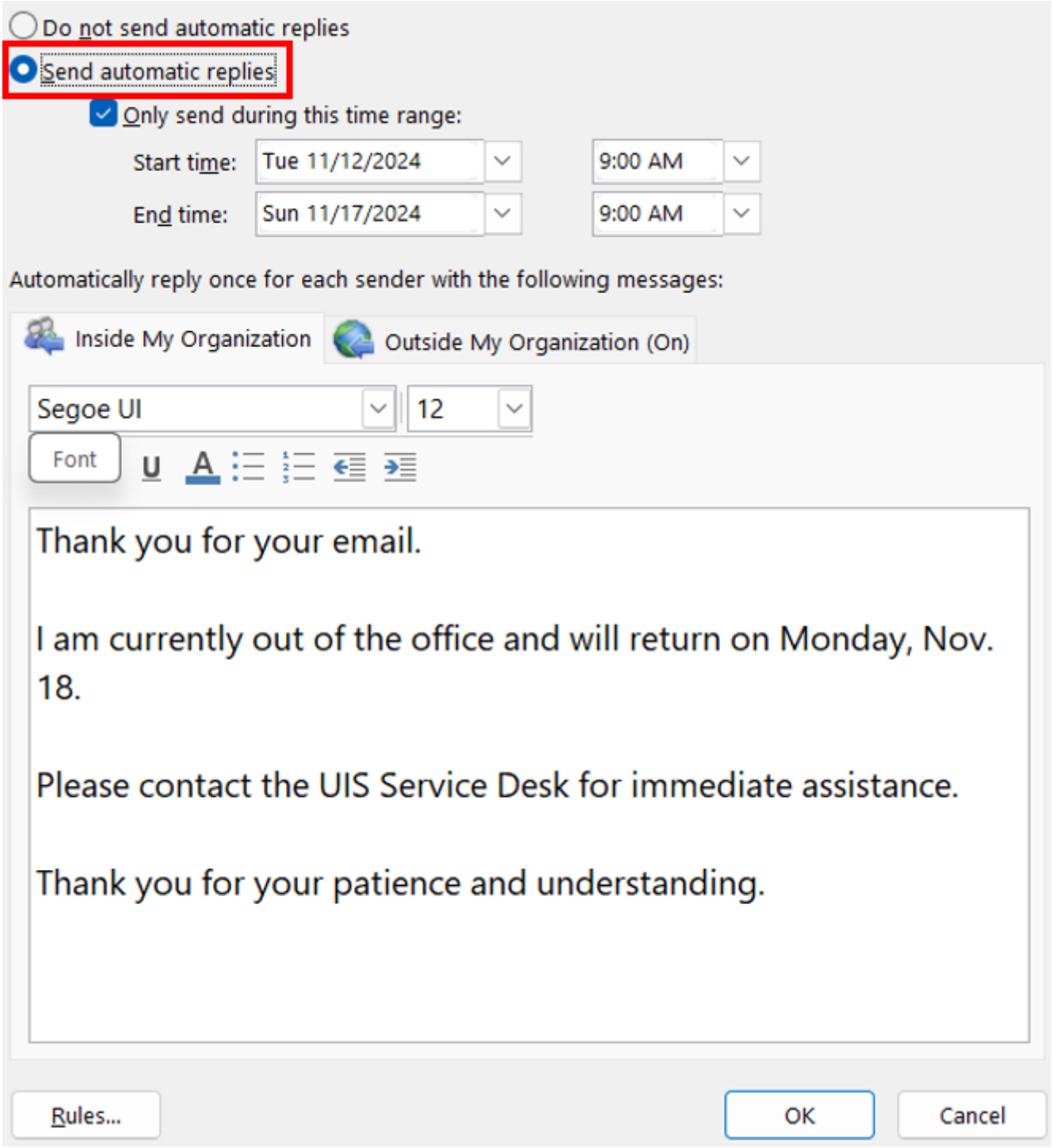
Microsoft Outlook allows users to set up automatic message replies when they will be unavailable for an extended period. When automatic replies are set, an email will be sent in response to any email you receive during the time range you set. Let your customers and coworkers know when they can expect to hear from you by following these steps.

Creating an automatic reply to CU users

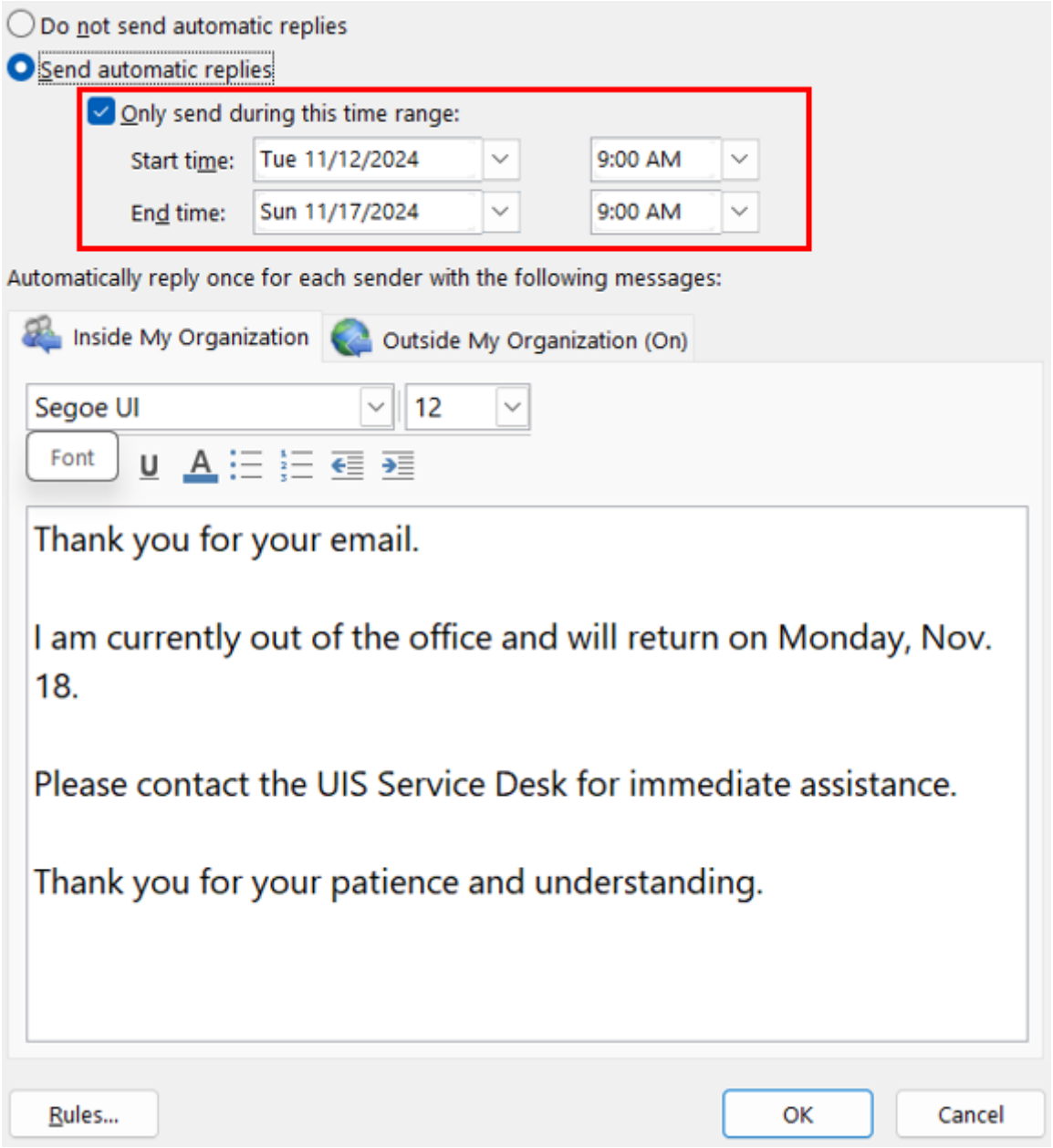
1. Open Outlook Email and select **File** from the top corner.
2. Select **Automatic Replies (Out of Office)**. A pop-up window will open.



3. Click the **Send automatic replies** option and type your message. Often, it is helpful to include when you will return and who to contact for immediate assistance.



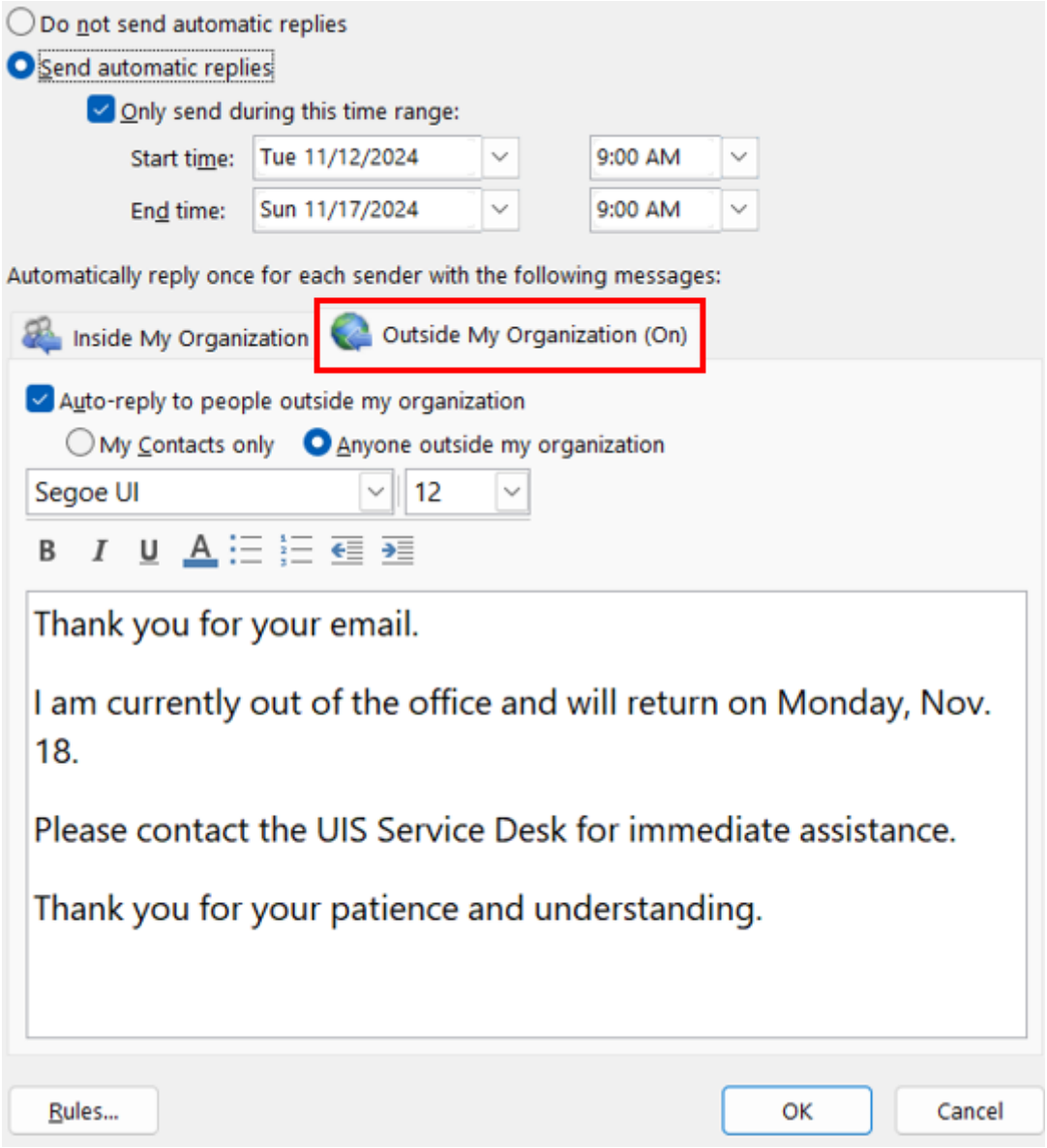
4. Choose to start the automatic response right away, or choose the date and time range when you would like your replies to start.



5. Use the toolbar to format your message.
6. Select **OK**.

Creating an out-of-office reply to users outside of CU

To create an out-of-office reply to users outside of CU, click the **Outside My Organization** option and follow the same steps.



Creating an out-of-office reply on Outlook for iOS and Android

If you are already away and do not have access to your CU device, you can create an automatic reply in Outlook on your mobile device by following these steps [3].

Outlook email [4]
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