

Setting up out-of-office replies in Outlook ^[1]

December 11, 2023 by [ES and UIS Communications](#) ^[2]

Microsoft Outlook allows users to set up automatic message replies when they are unavailable. 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.

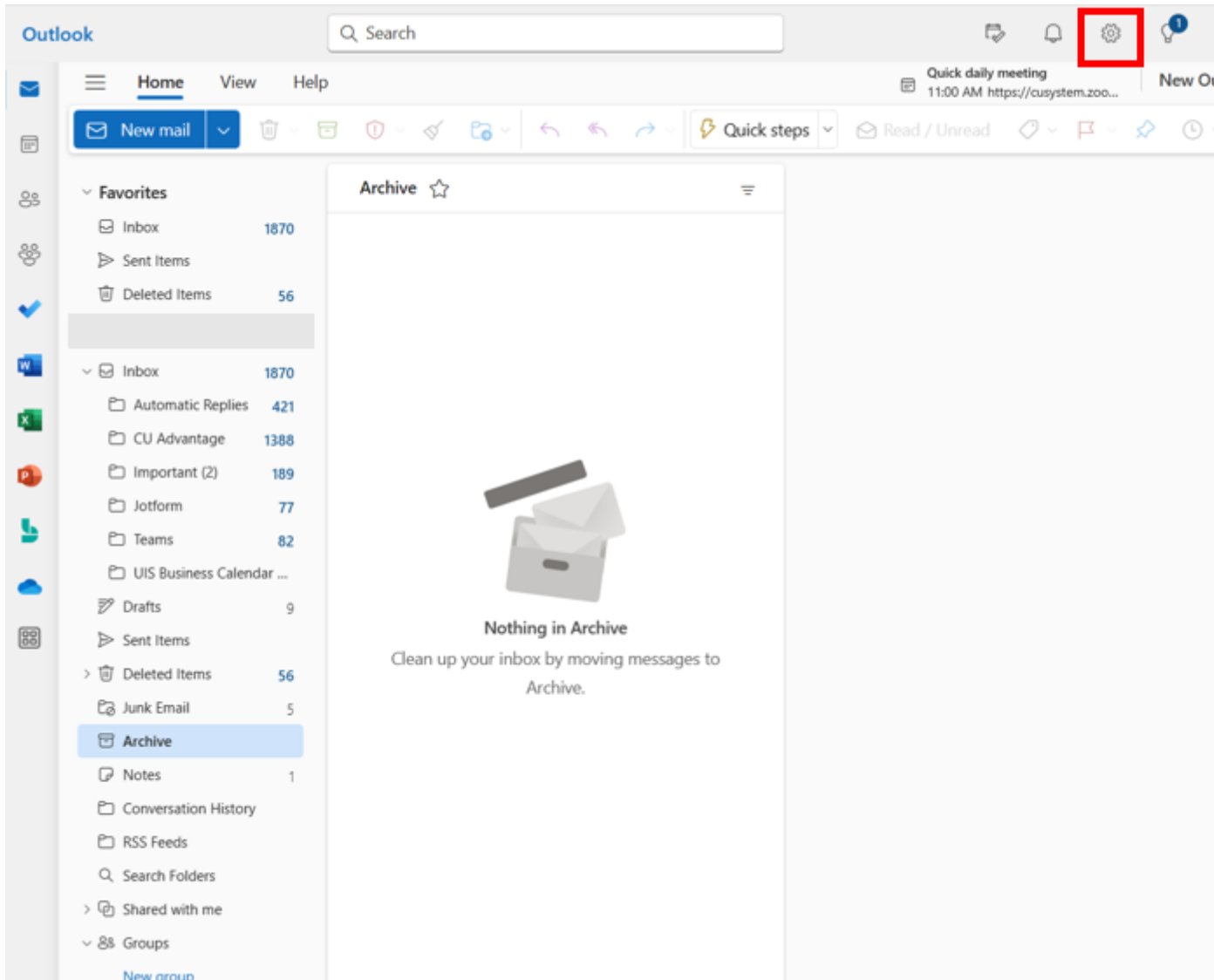
To create an automatic reply in Classic Outlook

1. Open Outlook Email and select **File** from the top corner.
2. Select **Automatic Replies**. A pop-up window will open.
3. Click on **Send automatic replies**.
4. Choose to start the automatic response right away or choose the day and time range when you would like your message to be sent.
5. Type your message. Often, it is helpful to include when you will return and who should be contacted for immediate assistance.
6. Use the toolbar to format your message.
7. Select OK.

To create an automatic reply in the new version of Outlook

1. Click on the **Settings**

icon



2. In the **Accounts** tab, click on

Automatic Replies

Settings

Search settings

- Accounts
- General
- Mail
- Calendar
- People

Email accounts

- Automatic replies**
- Signatures
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- Storage

Automatic replies

Use automatic replies to let others know you're on vacation or aren't available to respond to email. You can set your replies to start and end at a specific time. Otherwise, they'll continue until you turn them off.

☒ Turn on automatic replies

☐ Send replies only during a time period

Start time: 11/8/2023 8:00 AM

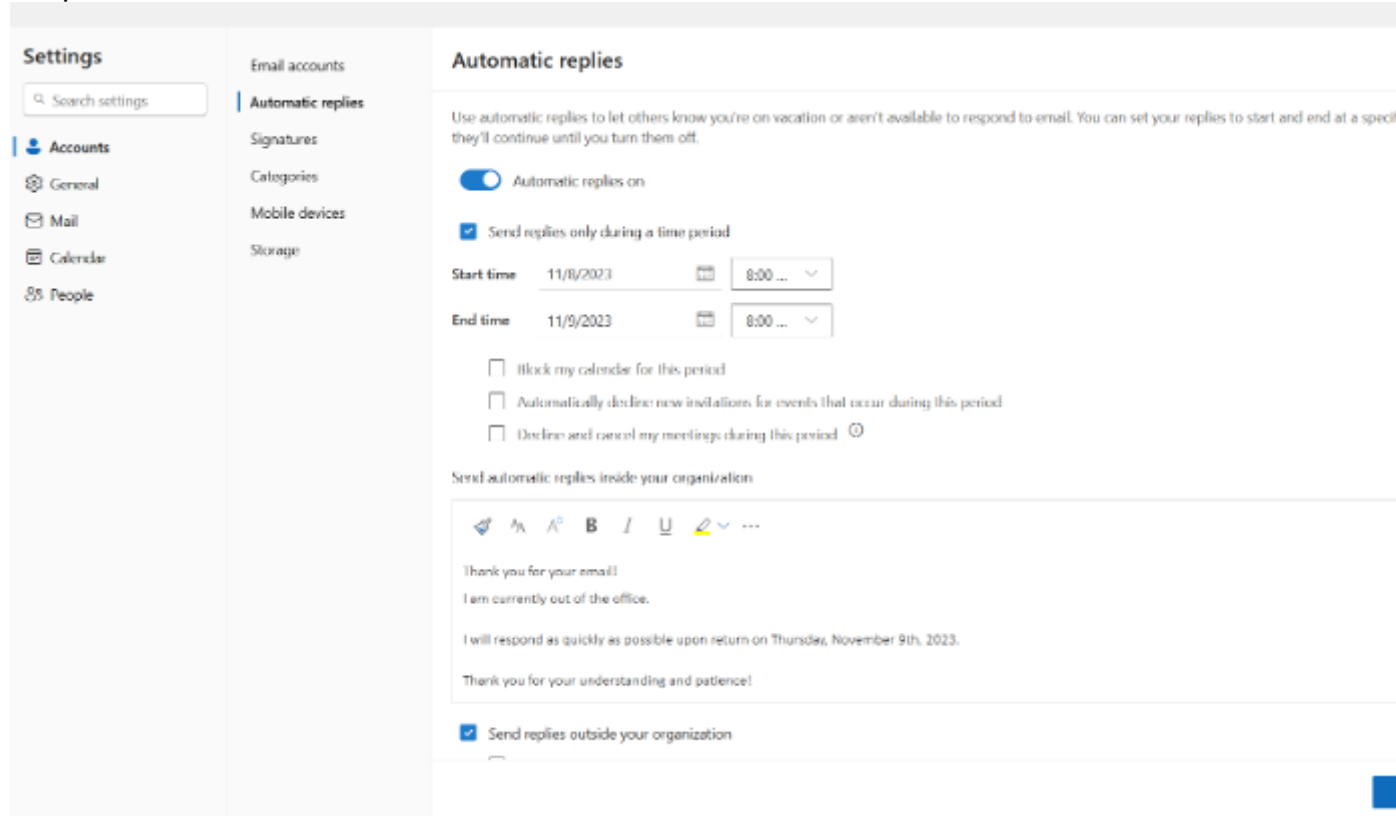
End time: 11/9/2023 8:00 AM

☒ Send replies outside your organization

☐ Send replies only to contacts

3. Select **Turn on automatic replies** and choose your desired timeframe, message and

recipients.

The image shows the 'Automatic replies' settings in Outlook. On the left, the 'Settings' pane is open with 'Accounts' selected, and 'Automatic replies' is highlighted under 'Email accounts'. The main pane shows the 'Automatic replies' section. It includes a toggle for 'Automatic replies on' which is turned on. Below it, a checkbox for 'Send replies only during a time period' is checked. The 'Start time' is set to 11/8/2023 at 8:00 AM, and the 'End time' is set to 11/9/2023 at 8:00 AM. There are three unchecked checkboxes: 'Block my calendar for this period', 'Automatically decline new invitations for events that occur during this period', and 'Decline and cancel my meetings during this period'. A section titled 'Send automatic replies inside your organization' contains a text editor with the following draft reply: 'Thank you for your email. I am currently out of the office. I will respond as quickly as possible upon return on Thursday, November 9th, 2023. Thank you for your understanding and patience!'. At the bottom, a checkbox for 'Send replies outside your organization' is also checked.

4. Select **Save**.

tech tips [3], [Outlook email](#) [4]

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