

## How to set an OUT OF OFFICE auto reply for email

### Outlook Desktop Version

1. Open Outlook .
  2. Click File in the top-left corner.
  3. Select Automatic Replies (or i j e Û : Û i ). è ô
  4. In the popup:
    - o Choose Send automatic replies .
    - o Set a time range (optional).
    - o Write your message in the text box (e.g., for internal and external contacts).
  5. Click OK to save.
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### Outlook O365 Web Version

1. Open [Outlook Online](#) and log in.
2. Click the gear icon ( ⚙ ) in the top-right corner.
3. Select View all Outlook settings > Mail > Automatic replies .
4. Toggle Turn on automatic replies .
  - o Set a time range (optional).
  - o Type your reply message in the box.
5. Click Save.