

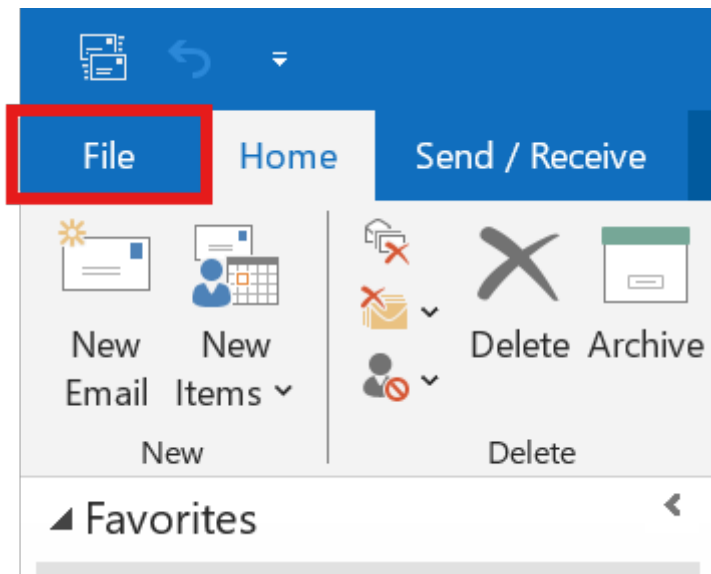
# Outlook: Setting up Out of Office Message (Classical Outlook)

Quick guide about setting up out of office reply on classical outlook.

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## 1. Open File's Tab

Click the **file** tab.




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## 2. Select Automatic replies

In the **Info Section**, find the automatic replies and open it.


[+ Add Account](#)

  
**Account Settings** ▾

## Account Settings

Change settings for this account or set up connections.

- Access this account on the web.  
<https://outlook.office365.com/owa/>
- [Get the Outlook app for iOS or Android](#)

  
**Automatic Replies**

## Automatic Replies (Out of Office)

Use automatic replies to notify others that you are not available to respond to email messages.

- Automatic replies are being sent.

[Turn off](#)

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### 3. Configure your reply

In here you can configure the automatic reply you want to be sent to insiders and outsiders.

Do not send automatic replies

Send automatic replies

Only send during this time range:

Start time: Fri 13/06/2025

09:00

End time: Sat 14/06/2025

09:00

Automatically reply once for each sender with the following messages:

 Inside My Organization  Outside My Organization (On)

Segoe UI

8

**B** *I* U A    

Empty text area for composing the automatic reply message.

Rules...

OK

Cancel

## 4. Things you might consider

You might want to consider the following when configuring:

1. Adding your signature at the bottom on the reply. ( Simply copy and paste your current signature)
2. Setting an Outside my Organization reply

3. Sending a message between a particular time period. (check the 'only send during this time range' box)#
4. Adding rules if you want the reply to be more targeted.

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