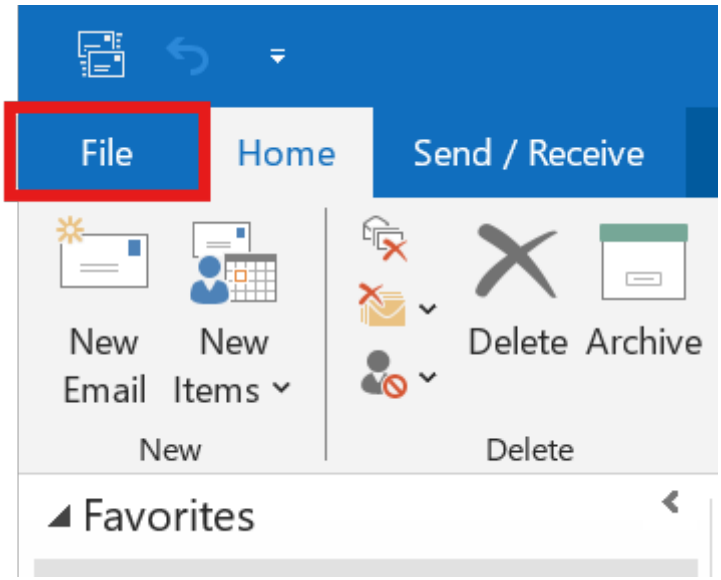
Outlook: Setting up Out of Office Message (Classical Outlook)

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

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1. Open File's Tab

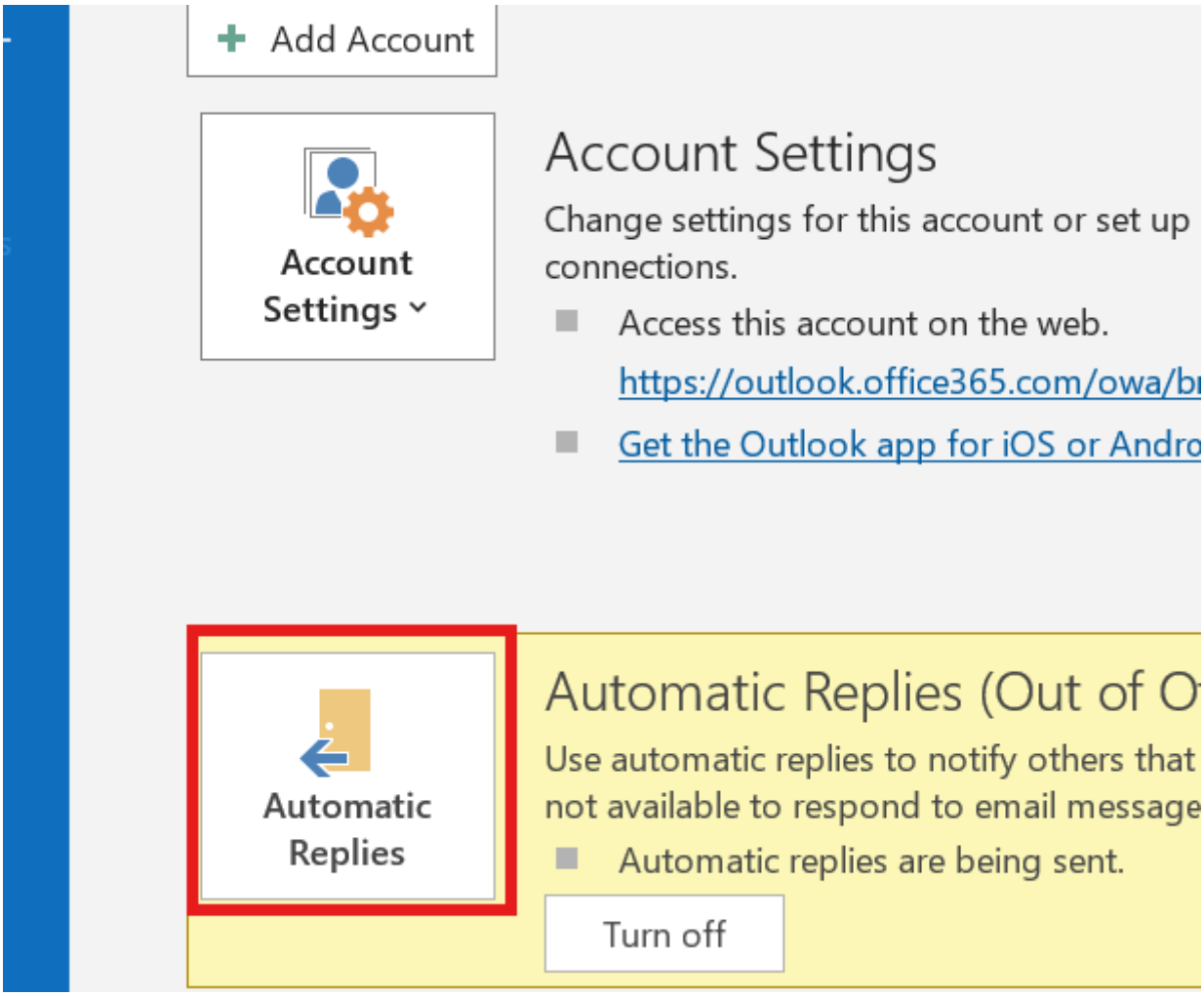
Click the **file** tab.



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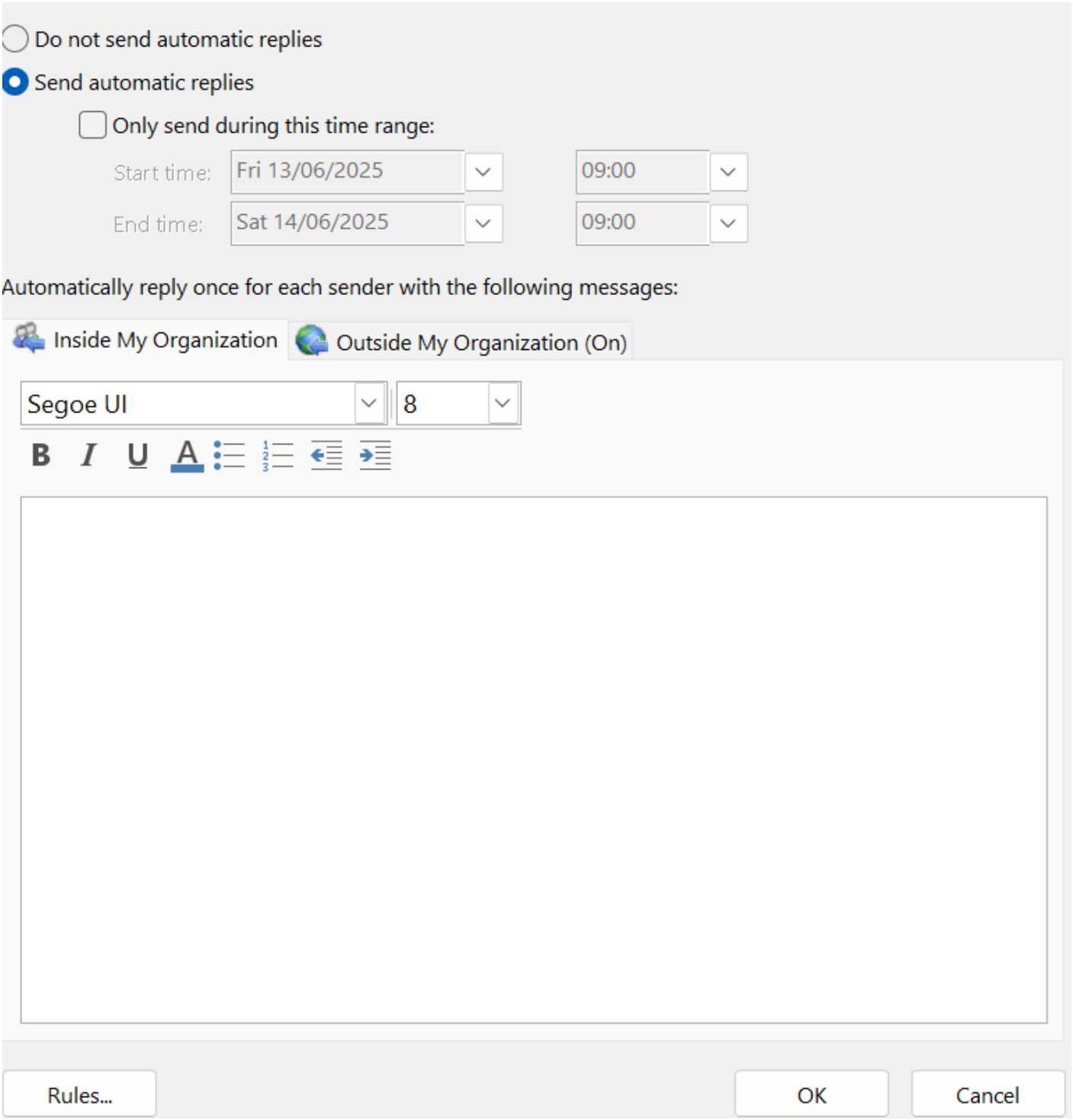
2. Select Automatic replies

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



3. Configure your reply

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



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.

Revision #2
Created 13 June 2025 08:30:09 by Broadband9Admin
Updated 13 June 2025 09:07:30 by Broadband9Admin