

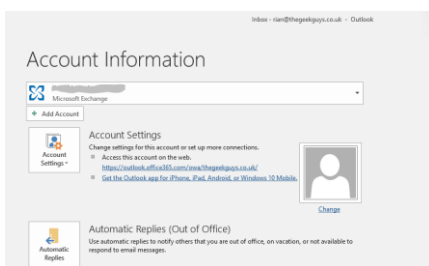
How to turn on automatic replies in Outlook 2016 – for Outlook web mail – please go further down.

Open up outlook 2016.

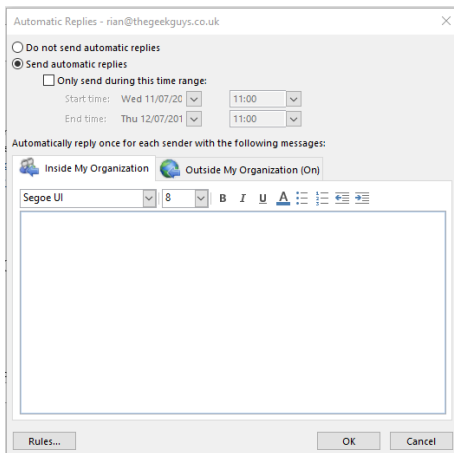
to turn on automatic replies click file as below



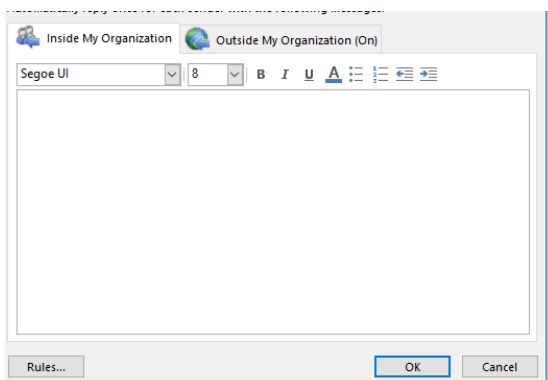
then click automatic replies as below



then click send automatic replies as below

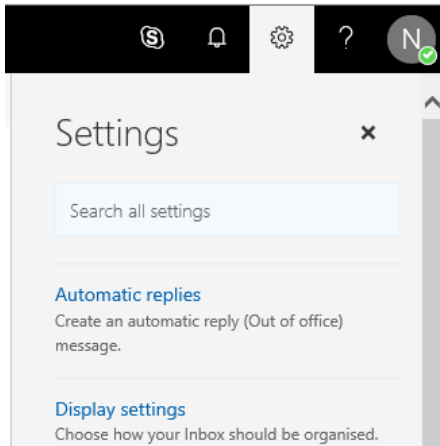


Now insert your out of office message for internal and external customers/clients.



To do it via the Outlook Web Interface:

Once logged in, click on the “Cog” and Automatic Replies



On the next screen select, Send automatic replies, date range if required, your messages for inside and outside your organisation and don't forget to click **OK** when finished.

OK  Cancel

## Automatic replies

Create automatic reply (Out of Office) messages here. You can set your reply to start at a specific time, or set it to continue until you turn it off.

Don't send automatic replies

Send automatic replies

Send replies only during this time period

Start time: Wed 11/07/2018 13:00

End time: Thu 12/07/2018 13:00

Block my calendar for this period

Automatically decline new invitations for events that occur during this period

Decline and cancel my meetings during this period

Send a reply once to each sender inside my organisation with the following message:

Rich text editor toolbar with options: Bold (B), Italic (I), Underline (U), Text color (A), Background color (A), Bulleted list, Numbered list, Undo, Redo, and a dropdown arrow.

Send automatic reply messages to senders outside my organisation

Send replies only to senders in my Contact list

Send automatic replies to all external senders

Send a reply once to each sender outside my organisation with the following message:

Rich text editor toolbar with options: Bold (B), Italic (I), Underline (U), Text color (A), Background color (A), Bulleted list, Numbered list, Undo, Redo, and a dropdown arrow.