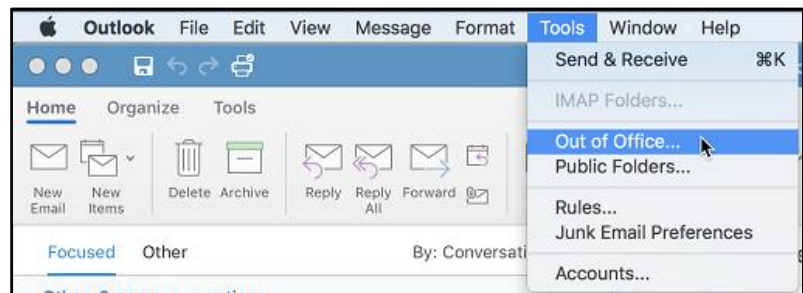


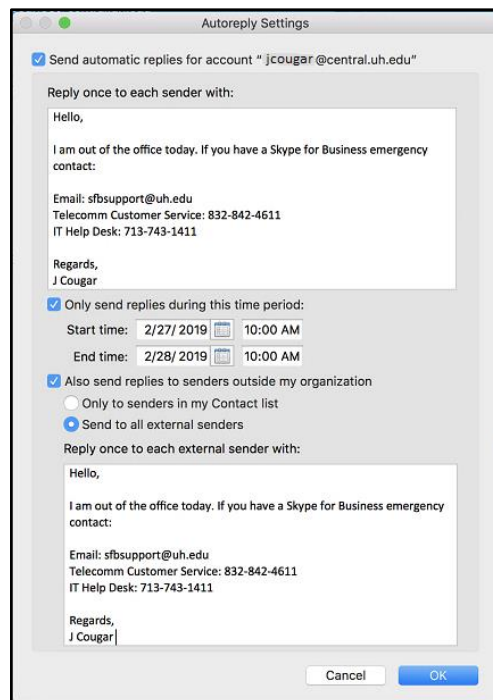
Configure “Out of Office” for Outlook 2016 (Mac’s)

1. Open **Outlook**
2. Click **“Tools”**
3. Click **“Out of Office...”**



4. Select the **“Send automatic replies for account jcougar@central.uh.edu”**
5. Type everything you want for the receiver to know in the “Inside My Organization” tab.
(For your safety please do not indicate that you are traveling away from home or any other personal information you might not want everyone to know.)
 - A. Select **“Only send replies during this time period:”**
 - B. Choose the **date** and **time** range you would like this to be sent out. (This will keep you from having to remember to disable it when you return.)
6. For those that are “outside my company” you can just copy and paste what you have in the first message or write something different.

It should like:



7. Click **“OK”**