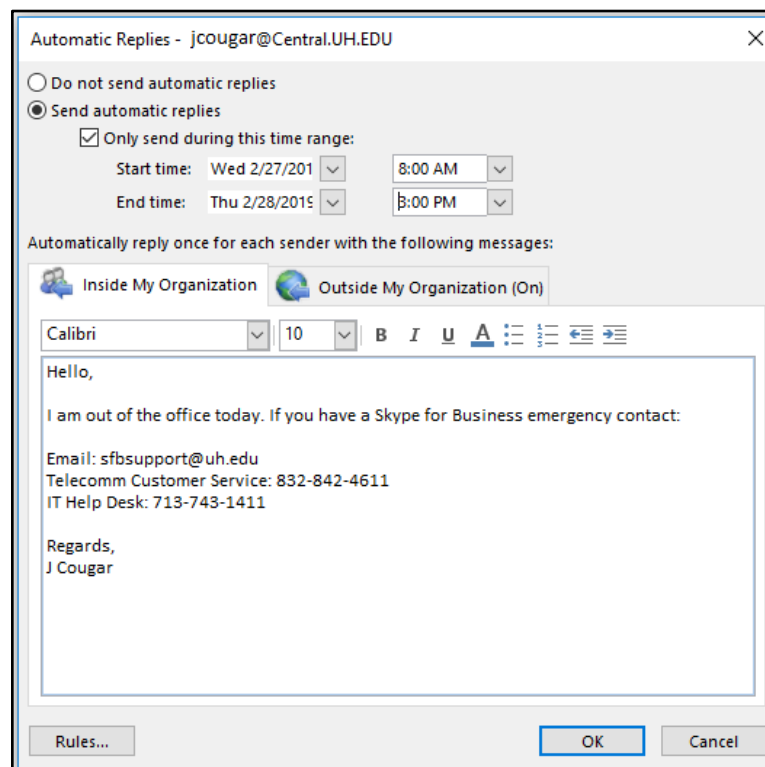


Configure “Out of Office” for Outlook 2016

1. Open **Outlook**
2. Click **“File”**
3. Click **“Automatic Replies (Out of Office)”**
4. Select the **“Send automatic replies”**
 - Select **“Only send during this time range:”**
 - 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.)
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.)
6. It should look like:



7. If you want those outside of the University to also know that you are out of the office copy the text on the **“Inside My Organization”** otherwise go to step 12.
8. Click on **“Outside My Organization”**
9. Click so that there is a check in the box next to **“Auto-reply to people outside my organization”**
10. Paste the **text** you just copied from the other tab and paste in the text area.

Automatic Replies - jcougar@Central.UH.EDU

☐ Do not send automatic replies
☒ Send automatic replies

☒ Only send during this time range:
 Start time: Wed 2/27/2015 8:00 AM
 End time: Thu 2/28/2015 3:00 PM

Automatically reply once for each sender with the following messages:

☒ Inside My Organization ☐ Outside My Organization (On)

☒ Auto-reply to people outside my organization
☐ My Contacts only ☒ Anyone outside my organization

Calibri 10 B I U A

Hello,

I am out of the office today. If you have a Skype for Business emergency contact:

Email: sfbsupport@uh.edu
 Telecomm Customer Service: 832-842-4611
 IT Help Desk: 713-743-1411

Regards,
 J Cougar

Rules... OK Cancel

11. Click **OK**

Note: Your Out of Office automatic replies is now turned on. Here is what you see on the Account Information.

Automatic Replies (Out of Office)

Use automatic replies to notify others that you are out of office, on vacation, or not available to respond to email messages.

☒ Automatic replies are being sent.

Turn off