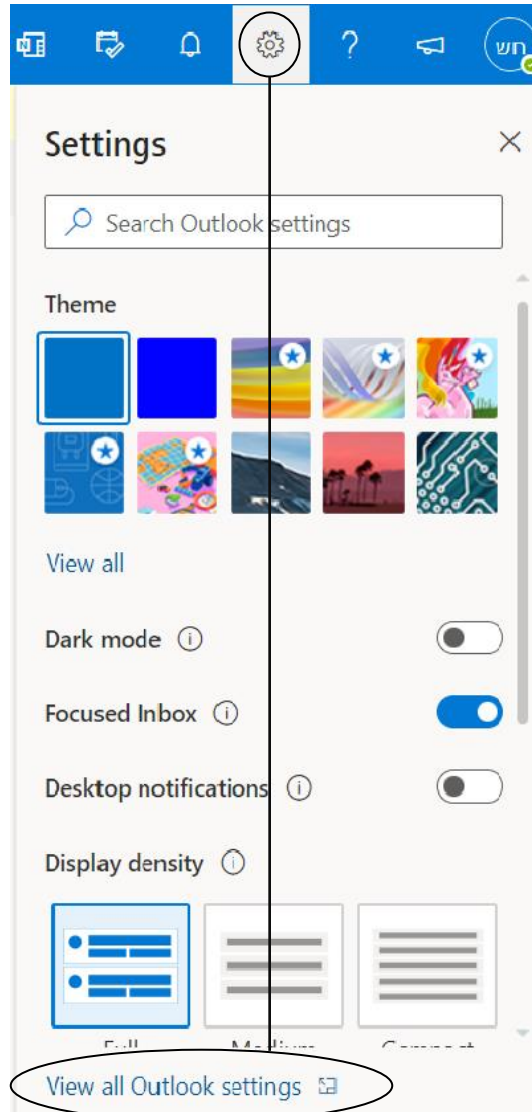




"Out of office" message

After logging into your Email account, press the gear icon and choose "View all Outlook settings" button



In the next window, type "Automatic replies" button in "Mail" category.

Settings

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Automatic replies

Use automatic replies to let others know you're on vacation or aren't available to respond to email. You can set your replies to start and end at a specific time. Otherwise, they'll continue until you turn them off.

Automatic replies on

Send replies only during a time period

Start time 2022-03-10 12:00

End time 2022-03-11 12:00

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 automatic replies inside your organization

Add a message here

Save Discard

In this settings window we will highlight the appropriate options and finally press on "Save" option.

Save Discard