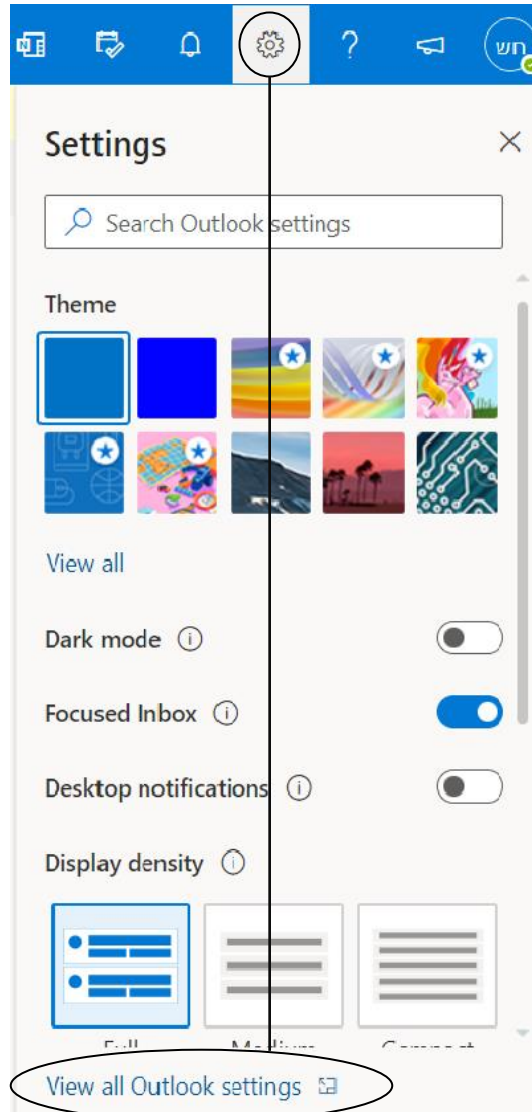# "Out of office" message

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.

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