Set-up Automatic Replies Using the Outlook Client for MAC

1. At the bottom left corner of the Outlook navigation pane, click on the Mail icon.

2. On the Tools tab, click Out of Office.

3. In the Autoreply Settings box, select the account on the left that you want to set-up the out of office reply for, then check the box for Send automatic replies for account....
4. Under **Reply once to each sender with**; enter your automatic reply response.

5. To set the start and end dates, select the box for **Only send replies during this time period**, and enter the start and end dates and times.

6. To set options for replying to people outside your organization, check the box for **Also send replies to senders outside my organization**.
   
   - You can select **Send to all external senders** or **Only to senders in my contact list**, and under **Reply once to each external sender with**; enter your automatic reply.

7. Click **OK**.

8. To turn off automatic replies:
   
   - At the bottom left corner of the of the Outlook navigation pane, click on the **Mail** icon.
   
   ![Mail icon]

   - On the **Tools** tab, click **Out of Office**.

   ![Out of Office tab]

   - Uncheck the box for **Send automatic replies for account**...

   - Click **OK**.