

Information Technology Services Harrisburg Client Experience

## **Title: How to Set Out of Office Replies**

## Task:

Set automatic replies when away from the office.

## Instructions:

To set automatic replies in Outlook, open the Outlook client and select "File" in the top left corner.

Then, select "Automatic Replies" from the account information menu



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Once the automatic reply popup loads, select "Send Automatic Replies" at the top, and then enter what you would like to say in the text box below.

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You can also specify that certain replies are sent only within the organization, or to all email addresses that contact you.

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Once your message is ready, select "OK" at the bottom, and your automatic reply will be enabled. Your automatic reply section should now be highlighted yellow. You can disable the reply on the file menu by selecting "Turn Off".

