

Zoho Mail


Steps to Configure Out of Office in Zoho Mail:

To mark your calendar as **Out of Office**, follow these steps to set up an automated **Out of Office** message in Zoho Mail:

1. **Log in** to your Zoho Mail account.
2. Click the **Settings** icon.
3. Go to **Mail Settings** and select **Out of Office**.
4. Configure your **Out of Office** reply based on your leave schedule.
5. Check the '**Mark as Out of Office in Calendar/Mail**' option to automatically set your calendar/mail status as **Busy/Away**.

Teams

Steps to schedule an out of office from your profile picture:

1. Select your profile picture at the top of Teams and choose **Set status message** .
2. Select **Schedule out of office** at the bottom of the options.
3. Turn on the toggle next to **Turn on automatic replies**.
4. Type an out of office message in the text box. This message will appear when people contact you in Teams or open your profile. It'll also be sent as an automatic reply in Outlook.

Note: An out of office message is required in order to set your status and sync with your Outlook calendar.

5. If you'd like to send an automatic message to people outside of your organization, select the check box next to **Send replies outside my organization** and choose between your contacts or all external senders. You can tailor your out of office message to this audience, or use the same message you typed above by copy/pasting it into the text box.
6. Based on when you'll be out of the office, choose the dates and times that your out of office message and status will start and stop displaying by selecting the check box next to **Send replies only during a time period**.
7. Select the **Save** button.