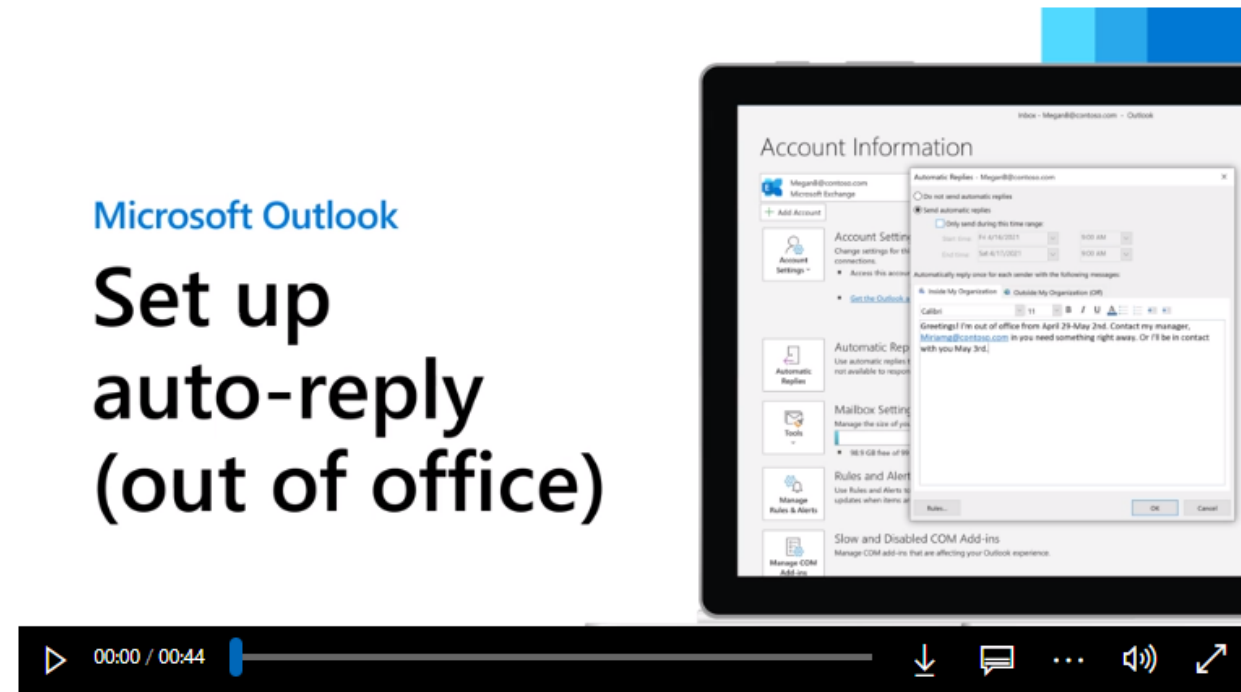# Microsoft Outlook 365
How to setup up auto-reply

Microsoft 365 Training is readily available online and offers a wide range of training videos of the Microsoft Apps. This reference guide focuses on how to set up Microsoft Outlook auto-reply (out of office) messages .

Microsoft 365 subscribers can set up automatic replies for when they are out-of-office or unavailable to respond to email.

1. Select File > Automatic Replies.

    Note: If you don't see the Automatic Replies button, follow the steps to use rules to send an out of office message.

2. Select Send automatic replies.

3. If you don't want the messages to go out right away, select Only send during this time range.

4. Choose the dates and times you'd like to set your automatic reply for.

5. Type in a message. You can format the text using the tool bar, or cut and paste text you've formatted, including hyperlinked text. Select OK.

Here you can find more overall features of Microsoft Outlook 365.