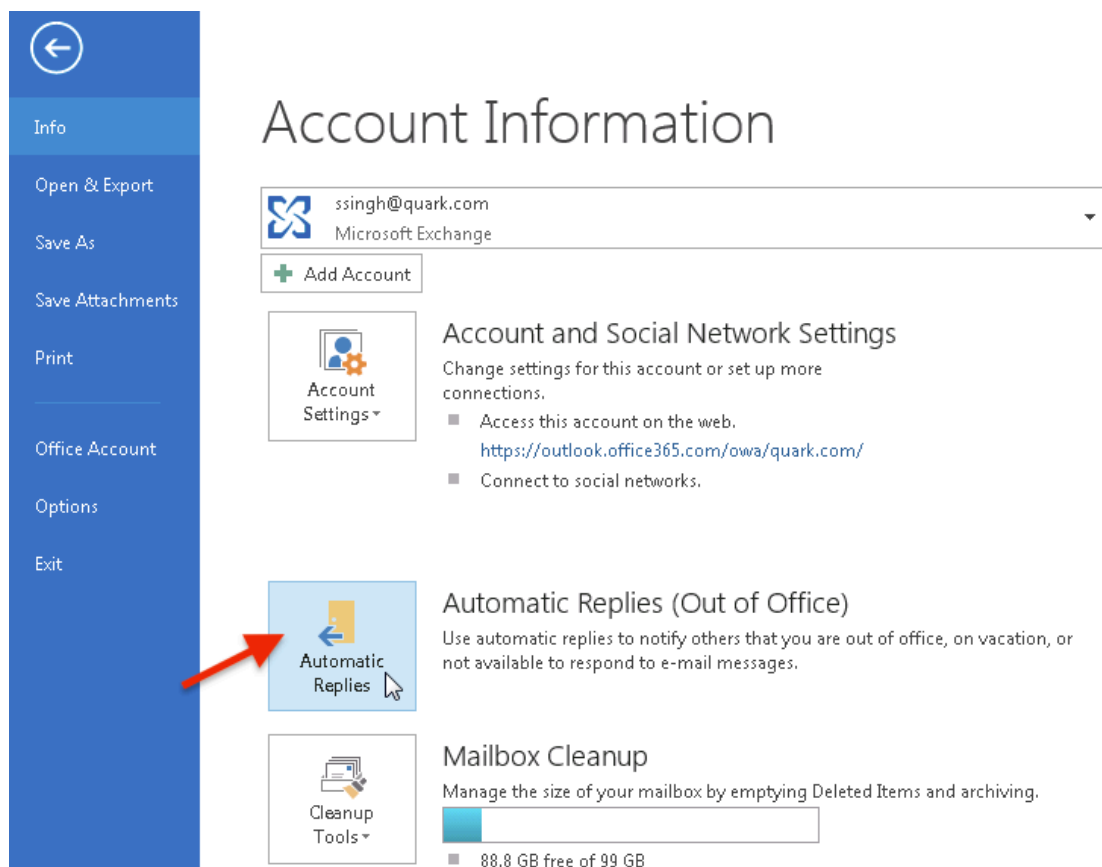
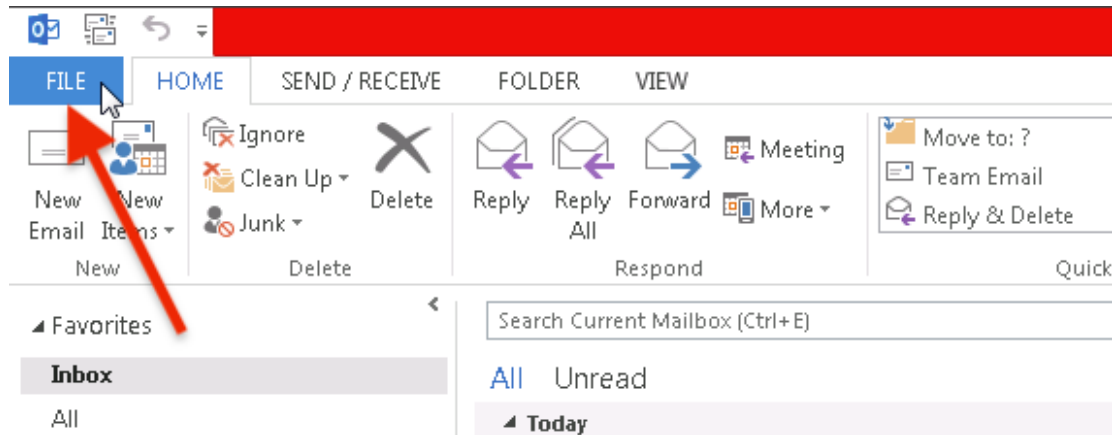


# Setting Out of Office Replies in Outlook for Windows

## 1. Select **File > Automatic Replies**.



## 2. In the **Automatic Replies** box, select **Send automatic replies**.

Optionally, **set a date range for your automatic replies**. This will turn off automatic replies at the date and time you enter for the end time. **Otherwise, you'll need to turn off automatic replies manually.**

3. On the **Inside My Organization** tab, type the response that you want to send to teammates or colleagues while you are out of the office.

Automatic Replies - ssingh@quark.com

☐ Do not send automatic replies

☒ Send automatic replies

☒ Only send during this time range:

Start time: Thu 11/28/2019 12:00 AM

End time: Fri 11/29/2019 12:00 AM

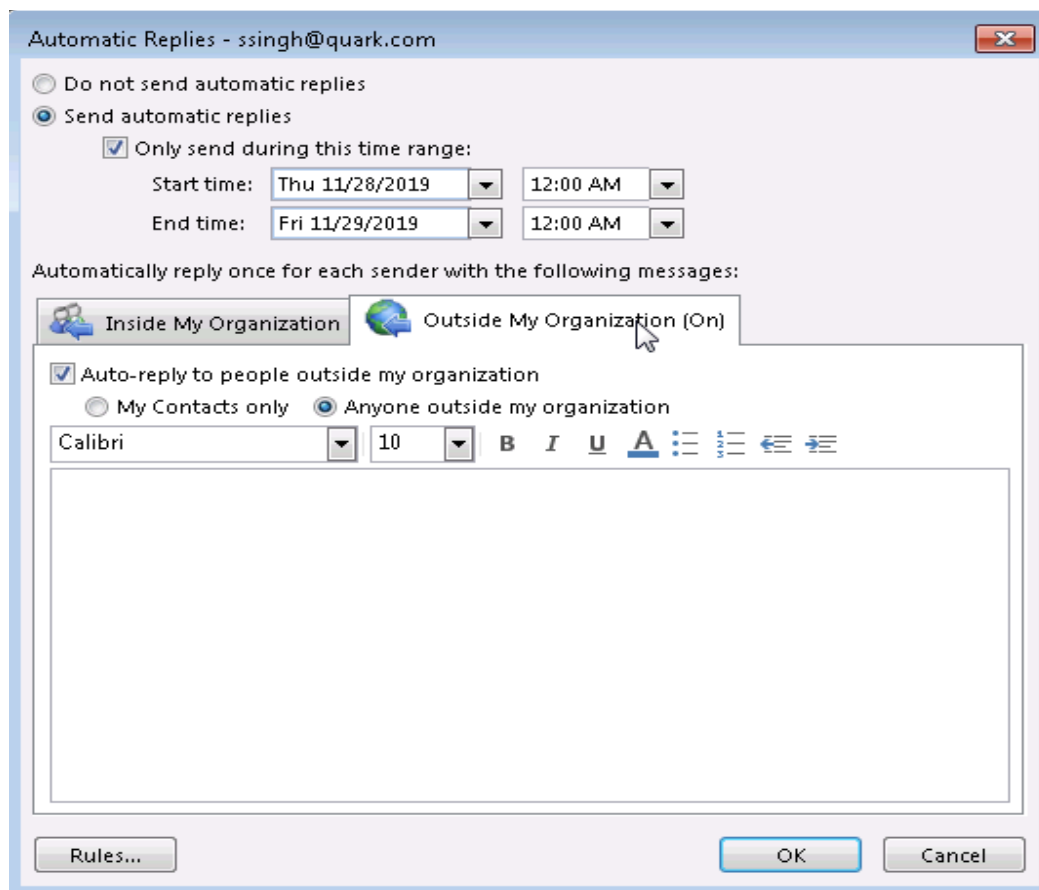
Automatically reply once for each sender with the following messages:

Inside My Organization Outside My Organization (On)

Times 11 B I U A

Rules... OK Cancel

**Note:** Sending automatic replies to **anyone outside my organization** will send your automatic reply to every email, including newsletters, advertisements, and potentially, junk email. If you want to send automatic replies to those outside your organization, we recommend choosing **My contacts only**.

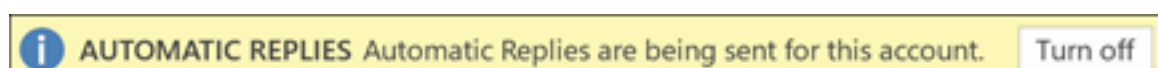


4. Select **OK** to save your settings.

## Turn off automatic out-of-office replies

When Outlook is setup to send automatic replies, you'll see a message under the ribbon with this information. Select **Turn off** to disable automatic out-of-office replies.

If you want to modify the dates for your automatic reply or the message sent, use the steps above to modify your settings.




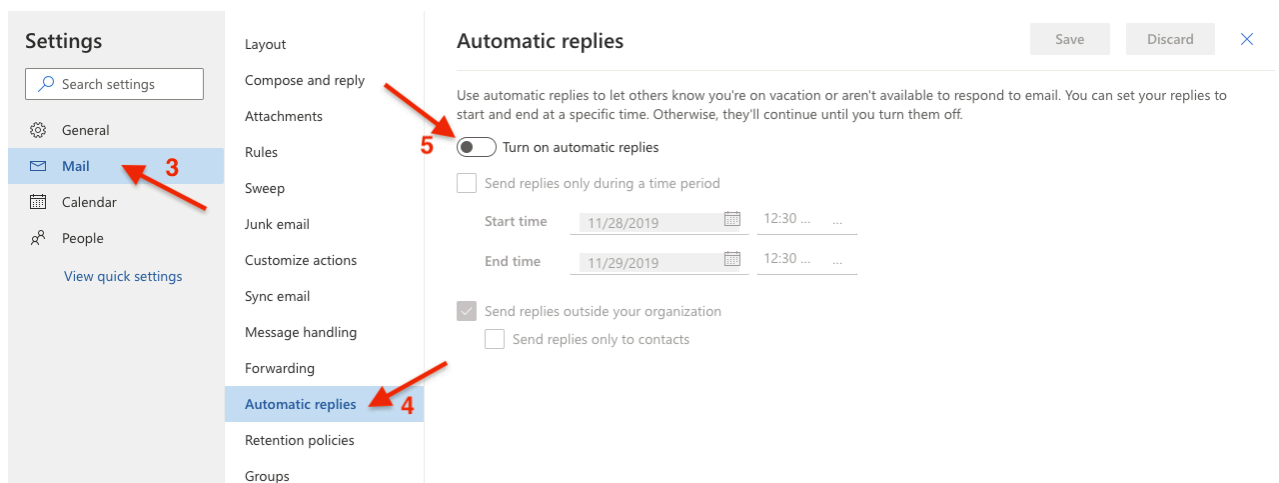
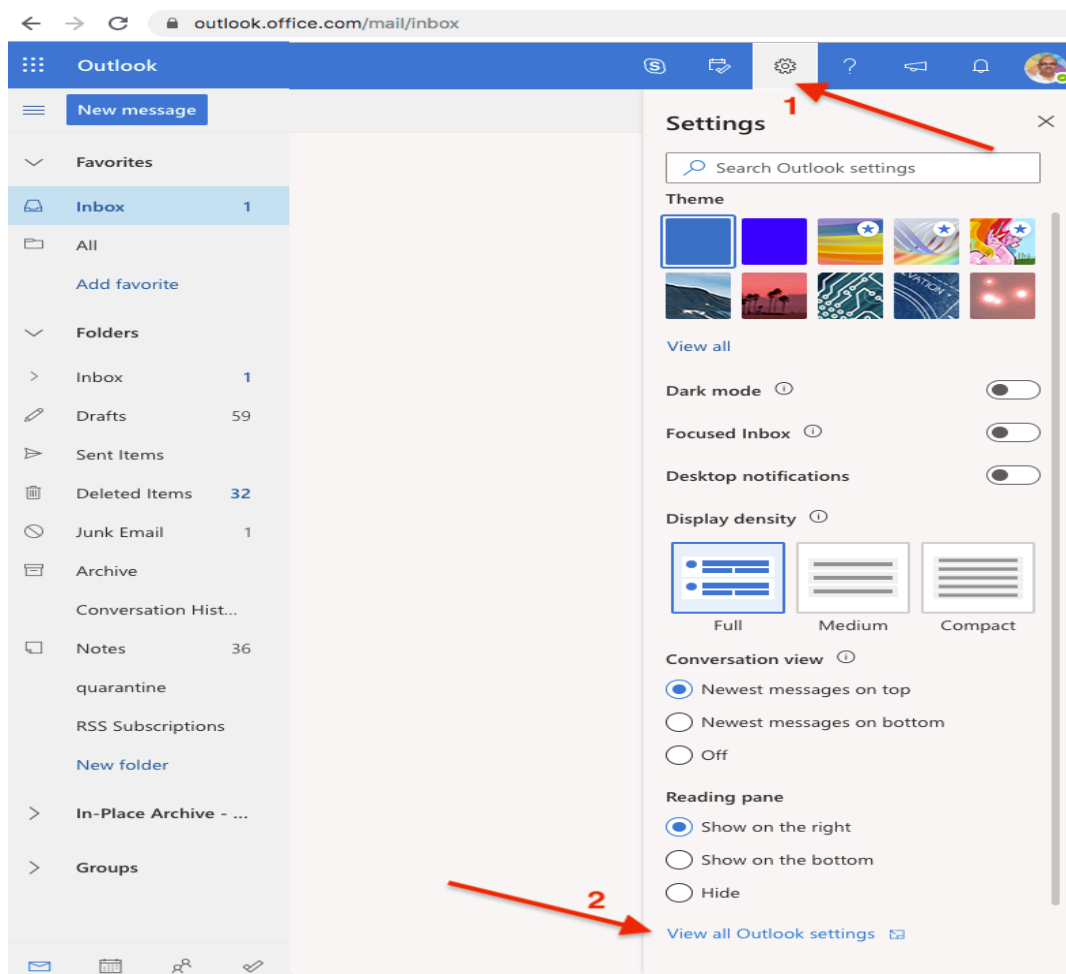
**If you didn't set a time period** for automatic replies (step 4 earlier), you'll need to turn them off manually.  
**To turn off automatic replies**

# Setting Out of Office Replies in Outlook for Web

1. Sign in to Outlook on the web

<https://outlook.office365.com/> using Quark credentials.

2. At the top right of the page, select **Settings**  > **View all Outlook settings** > **Mail** > **Automatic replies**.



3. Select the **Turn on automatic replies** toggle.

4. Select the **Send replies only during a time period** check box, and then enter a start and end time.

If you don't set a time period, your automatic reply remains on **until you turn it off** by selecting the **Automatic replies on** toggle.

**Settings**

Search settings

General

**Mail**

Calendar

People

[View quick settings](#)

Layout

Compose and reply

Attachments

Rules

Sweep

Junk email

Customize actions

Sync email

Message handling

Forwarding

**Automatic replies**

Retention policies

Groups

**Automatic replies**

Use automatic replies to let others know you're on vacation or aren't available to respond to email. You can set your replies to start and end at a specific time. Otherwise, they'll continue until you turn them off.

☒ Automatic replies on

6 ☒ Send replies only during a time period

Start time 11/28/2019 12:30 ...

End time 11/29/2019 12:30 ...

☐ Block my calendar for this period

☐ Automatically decline new invitations for events that occur during this period

☐ Decline and cancel my meetings during this period ⓘ

8 **Save** Discard X

Send automatic replies inside your organization

Add a message here

7 ☒ Send replies outside your organization

☐ Send replies only to contacts

5. Select the check box for any of the following options that you're interested in:


- **Block my calendar for this period**
- **Automatically decline new invitations for events that occur during this period**
- **Decline and cancel my meetings during this period**

6. In the box at the bottom of the window, type a message to send to people during the time you're away.

If you like, you can use the formatting options at the top of the box to change the font and color of the text or customize your message in other ways.

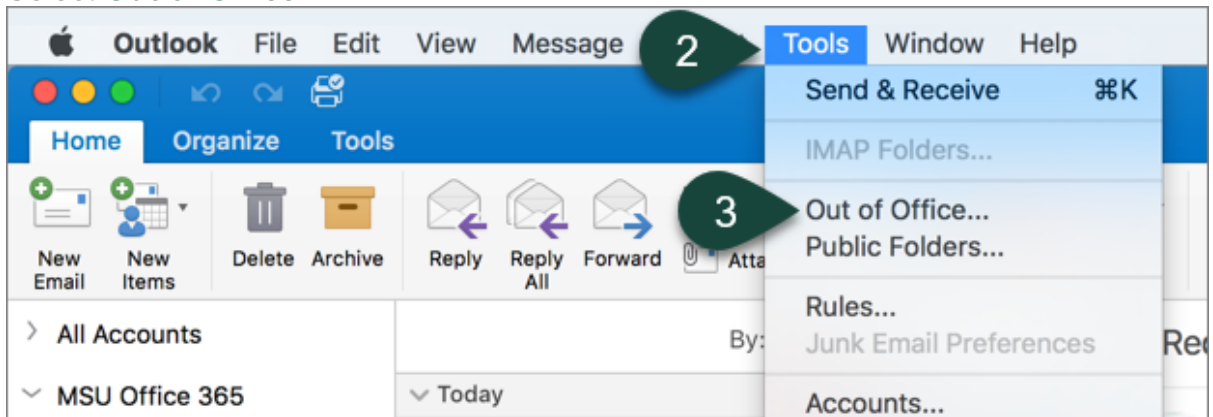
7. If you want senders outside your organization to get automatic replies, select the check box for **Send replies outside your organization**.

8. When you're done, select **Save** at the top of the window.

**If you didn't set a time period** for automatic replies (step 4 earlier), you'll need to turn them off manually. **To turn off automatic replies**, sign in to Outlook on the web, choose **Settings**  **> View full settings > Mail > Automatic replies** and then select the **Automatic replies on** toggle.

# Setting Out of Office Replies in Outlook for Mac

1. Open **Outlook**.
2. Select **Tools**.
3. Select **Out of Office**.



4. Select the **Checkbox** to send automatic replies.
5. Enter your **Out of Office/Auto Reply Text**.
6. Select the **Checkbox** to send only during a time period including the **Dates** between.  
***NOTE:** This will automatically turn the Out of Office message on and off based on the dates selected.*
7. Select the **Checkbox** to send replies to external senders and enter the **Appropriate Text**.
8. Select **Ok**.

