

How to set OOO on Mobile Outlook?

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Since you already know that Outlook is the standard mailing app in Intune environment, let's try to make better use of it to facilitate our work and make it a friend to us. I figure you know how to setup OOO (out of office) on Outlook desktop app, but how to do it on Mobile Outlook? Follow me and I will show you.

Note: This article is applicable to both iOS device and Android device.

1. Open Outlook app and click your profile picture.
2. Go to the bottom and click the gear icon.
3. Find your account in the middle of the page and click it.
4. You can see Automatic Replies, tap it.
5. Tap to turn it on.
6. Now you can set the duration and the whether to send different replies within and out organization. The choice is yours.
7. During the "Out of office" time, Outlook home page will display as below(just as Outlook client).
8. You can click Turn Off and then OK if this is not needed.