How to use the Out of Office Assistant in Outlook

Summary

This article describes how to use the "Automatic Replies (Out of Office)" and "Out of Office Assistant".

Note This feature is only available with an Exchange account that used by many organizations. Home users typically do not have the Exchange account. To enable Automatic Replies feature for non-Exchange account, please go to this section: How to enable Automatic Replies in non-exchange account.
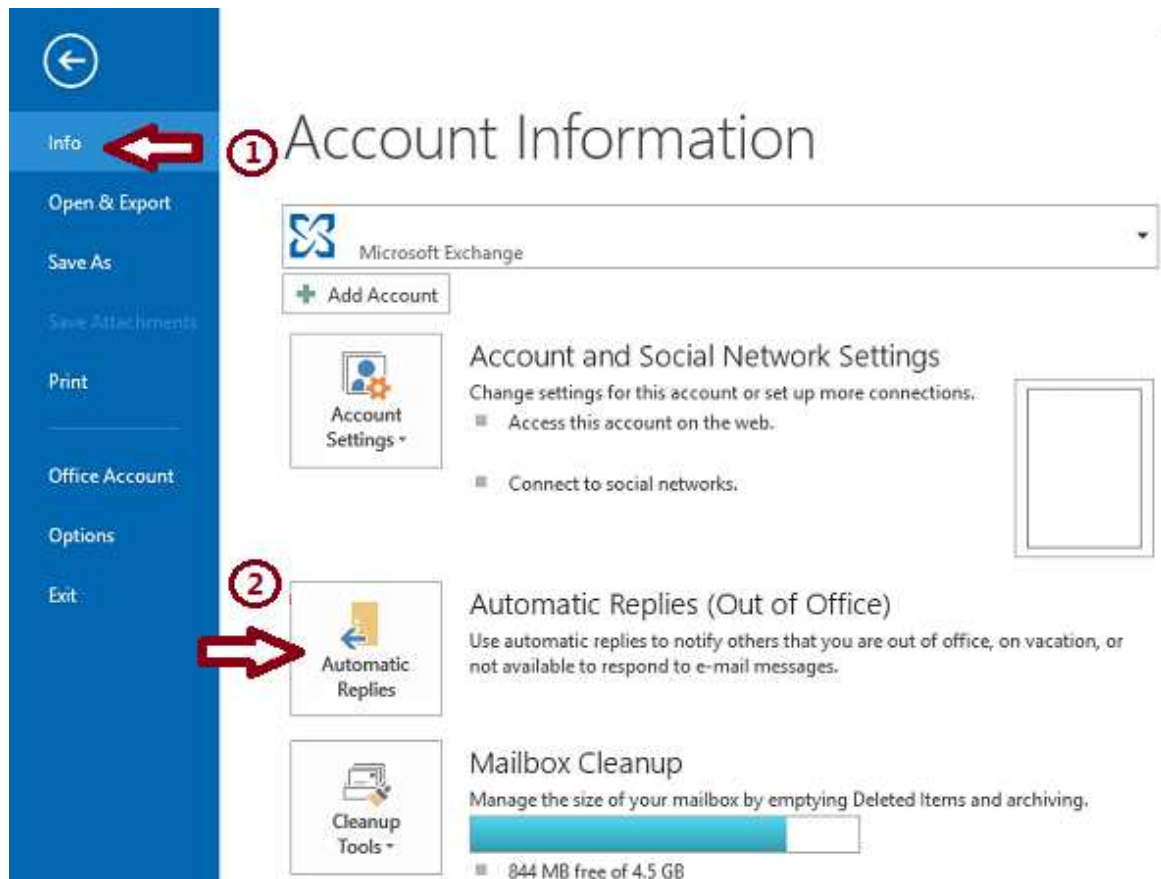
How to turn on "Automatic Replies (Out of Office)" or the "Out of Office Assistant"

For Microsoft Office Outlook 2016, 2013 and 2010

1. Click the **File** tab, and then click the **Info** tab in the menu.

2. Click **Automatic Replies (Out of Office)**.

Note If you do not see this option, you are not using an Exchange account. Please go to this section: How to enable Automatic Replies in non-exchange account.

3. In the **Automatic Replies** dialog box, select the **Send Automatic Replies** check box.

4. If you want to specify a set time and date range, select the **Only send during this time range** check box. Then set the **Start time**, and then set the **End time**.

5. In the **Inside my organization** tab, type the message that you want to send within your organization, and in the **Outside my organization** tab, type the message that you want to send outside your organization.

6. Click **OK**.

7. If you selected the "Only send during this time range" option in step 4, the **Automatic Replies (Out of Office)** feature will continue to run until the date and time set for the End Time in step 5 is reached.
   Otherwise, the Automatic Replies (Out of Office) will continue to run until you repeat step 1 and select the "**Do not send automatic replies**" option.

∨   **For Microsoft Office Outlook 2007**

∨   **For Microsoft Office Outlook 2003**