

Outlook 2016 Out of Office Assistant

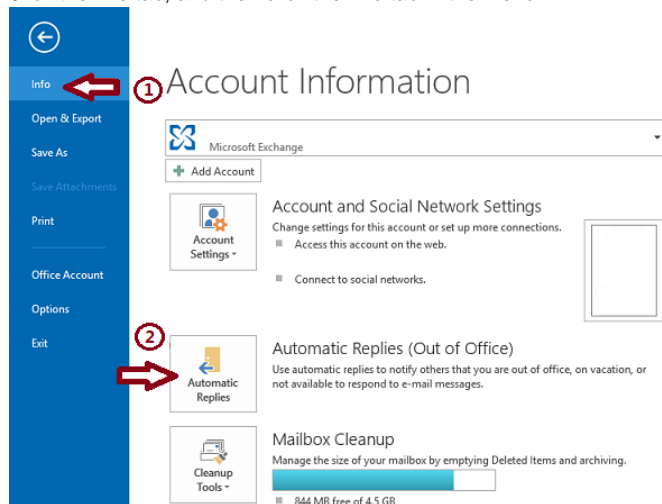
View the Video Here:

[Outlook 2016 Out of Office Assistant Video](#)

How to turn on "Automatic Replies (Out of Office)" or the "Out of Office Assistant"

For Microsoft Office Outlook 2019, Outlook 2016, 2013, 2010 and Outlook for Office 365

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



2. Click Automatic Replies (Out of Office).

The screenshot shows the Microsoft Exchange 'Account Information' page. On the left is a blue navigation sidebar with the following items: a back arrow, 'Info', 'Open & Export', 'Save As', 'Save Attachments', 'Print', 'Office Account', 'Options', and 'Exit'. A red arrow labeled '1' points to the 'Info' item. The main content area has a title 'Account Information' with a circled '1' next to it. Below the title is a 'Microsoft Exchange' header with a dropdown arrow and an 'Add Account' button. There are three main tiles: 'Account Settings' (with a gear icon), 'Automatic Replies (Out of Office)' (with a blue arrow icon), and 'Mailbox Cleanup' (with a trash icon). A red arrow labeled '2' points to the 'Automatic Replies' tile. The 'Automatic Replies' section includes a description: 'Use automatic replies to notify others that you are out of office, on vacation, or not available to respond to e-mail messages.' The 'Mailbox Cleanup' section includes a description: 'Manage the size of your mailbox by emptying Deleted Items and archiving.' and a progress bar showing '844 MB free of 4.5 GB'.

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.