

Notify coworkers when you are out of the office ^[1]

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Microsoft Outlook users can set automatic replies when they are out of the office (OOO). You can notify anyone who emails that you are unavailable to respond. When automatic replies are set, an email will be sent in response to any email you receive during the time range you set.

To create an automatic reply, follow these steps:

1. Open Outlook Email and select **File** from the top corner.
2. Select **Automatic Replies**. A pop-up window will open.
3. Click on **Send automatic replies**.
4. Choose to start the automatic response right away or choose the day and time range of when you would like your OOO message to send.
5. Type your message. Often, it is helpful to include when you will return and who should be contacted for immediate assistance.
6. Use the tool bar to format your message.
7. Select **OK**.

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