Setting Automatic Replies in Microsoft Outlook 2016 for the Mac

The following explains how to set Automatic (Out of Office) replies in Microsoft Outlook 2016 for the Mac:

1. In Microsoft Outlook 2016 for the Mac, click **Tools**.

   ![Figure 1 - Click Tools](image)

2. Click **Out of Office**.

   ![Figure 2 – Out of Office](image)

3. The **Automatic Replies** window appears. Click **Send automatic replies** (See Figure 3).

4. Type your **reply message** in the **Reply field** (See Figure 3).

5. Click **Only send replies during this time period** (See Figure 3).

6. Set the **Start time** and **End time** for your automatic replies (See Figure 3).

   ![Figure 3 - Automatic Reply Message Options](image)
7. If you wish to reply to messages sent by users outside of Kennesaw State University:
   a. Click **Also send replies to senders outside my organization** and indicate whom you wish to receive automatic reply emails (See Figure 4).
   b. Enter your automatic reply in the **message** field (See Figure 4).
   c. Click **OK** (See Figure 4).

![Figure 4 – Replies to users outside of Kennesaw State University](image)

**Note:** Sending automatic replies to anyone outside my organization will send your automatic reply to every email, including newsletters, advertisements, and potentially, junk email.

8. Your Automatic Replies will now be enabled.