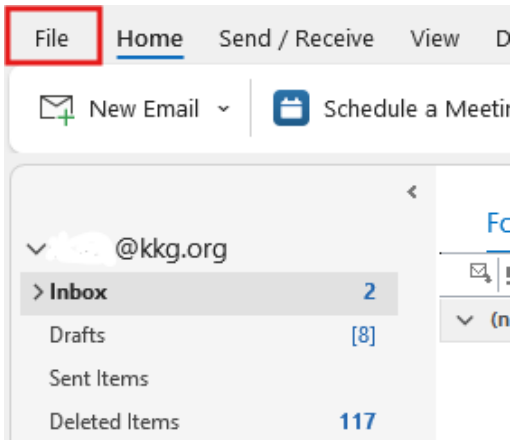
Setting your Out of Office on Outlook

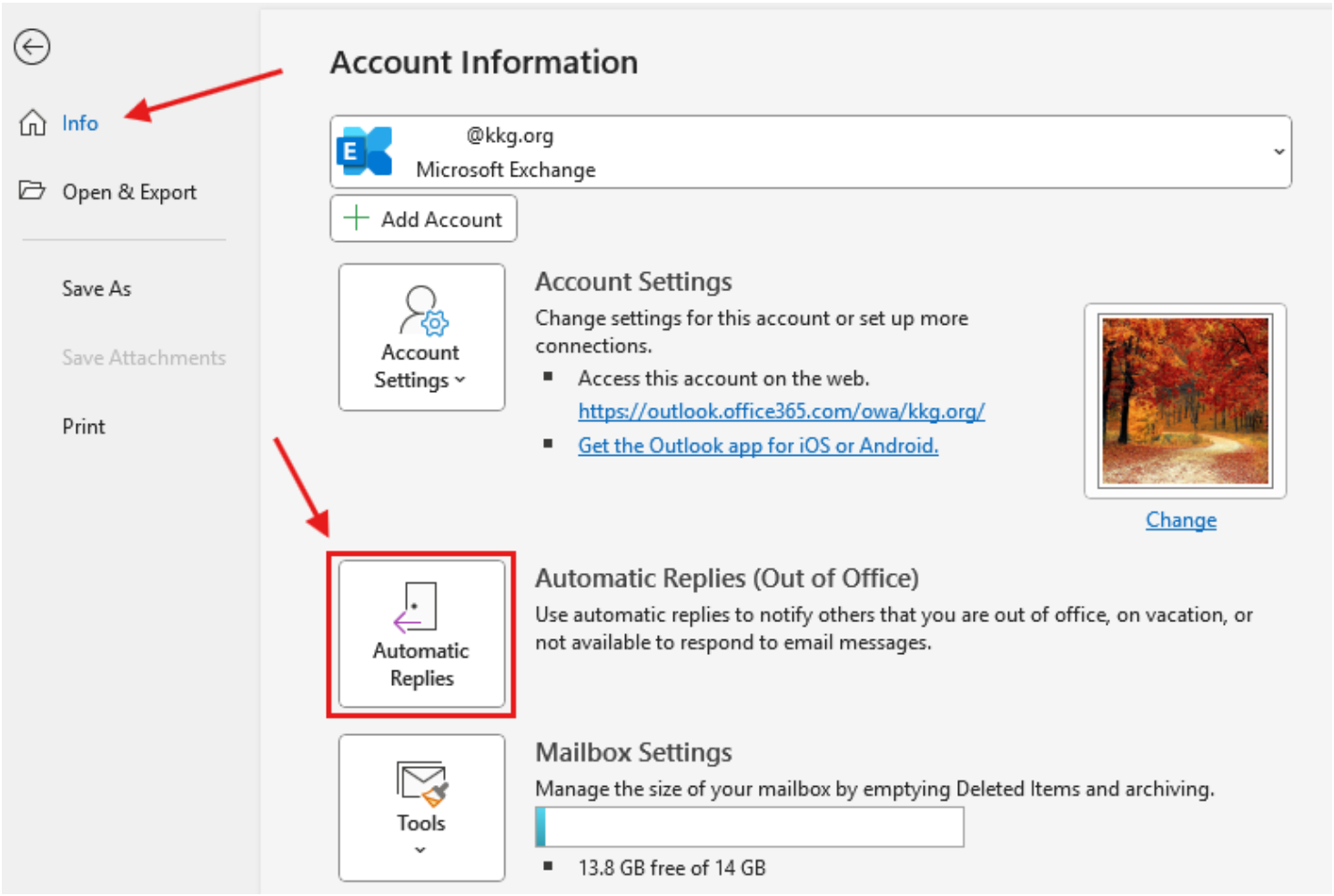
Created: 10/14/2025 for Outlook M365 by Shawn

Difficulty: Easy
Time: ~ 5 minutes
Summary: Out of Office will auto reply to people when they send you email letting them you are not in the office or not responding to emails at this time.

1. In Outlook go to your “File” tab.



2. Click on “Info” and then click on the “Automatic Replies” button.



3. To enable, click on “Send automatic replies”.

4. Assuming you know when you are coming back, check the box “Only send during this time range:” and put in the start and end date that you want the out of office to be in effect. If you don’t put in a time range then it will be enabled until you turn it off yourself.

5. “Inside My Organization” tab is what will respond to anyone that sends from @kkg.org.

6. “Outside My Organization (On)” is what will respond to everyone else.

7. Check the box “Auto-reply to people outside my organization” if you want to enable this part.

8. “My Contacts only” is safe. “Anyone outside my organization” will respond to spam, so use wisely.

