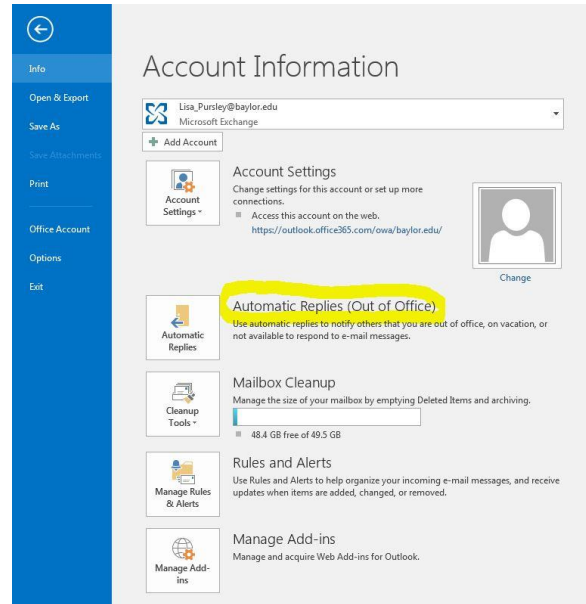


# Out of Office Assistant (now called Automatic Replies) – Outlook 2016

1. To create an automated return email message letting others know that you are away from the office, go to the **File tab**, make sure **Info** is selected on the left side of the screen, and choose **“Automatic Replies (Out of Office).”**



2. Click the **“Send automatic replies”** radio button and select the **“Start and End”** dates/times. **Type in the message** that you want everyone here at Baylor to receive while you’re gone. Your automatic reply will go off by itself on X date/time you chose, or if you don’t specify a date/time you will need to remember to turn it off upon your return. **OPTIONAL:** If you want a different message to be sent to those outside of Baylor, make sure you type that message in the **“Outside My Organization”** tab. Click OK when you’re done.

