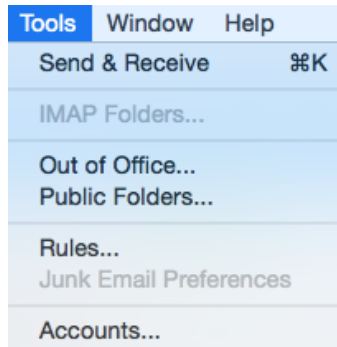
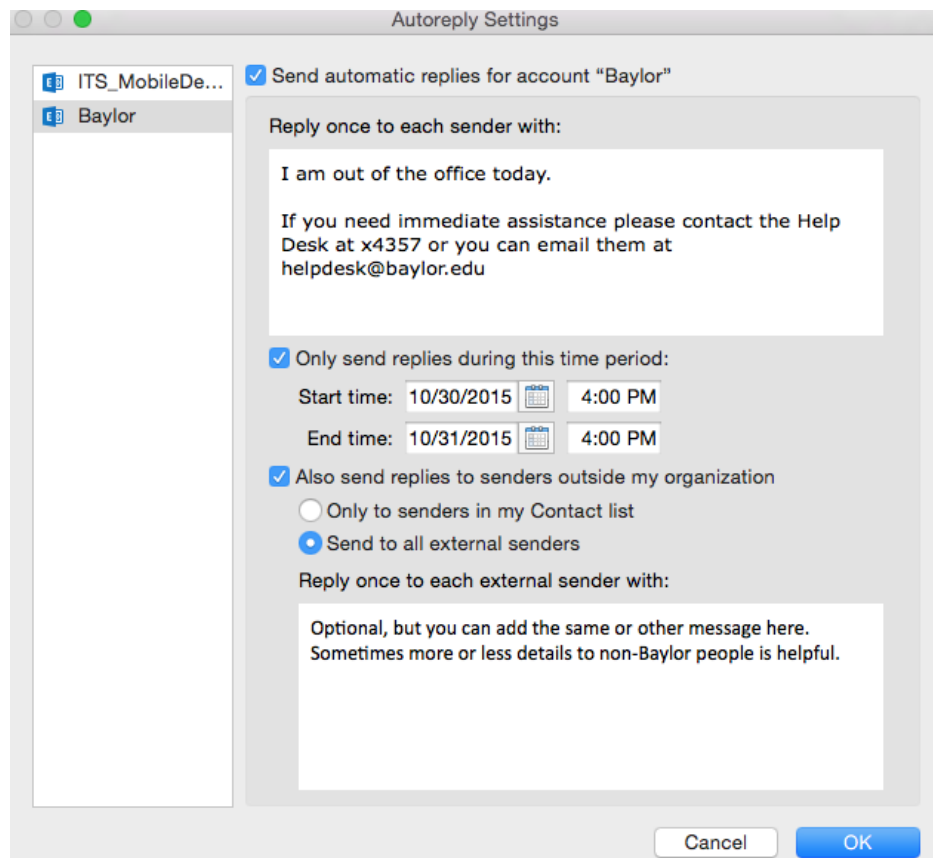


Out of Office (AutoReply) – Outlook 2016

1. To create an automated return email message letting others know that you are away from the office, go to the Tools menu/tab, and click the “Out of Office” icon on the ribbon/toolbar.



2. Choose the button next to “Send automatic replies for account...” and type in the message that you want everyone to receive while you’re gone. If you want a different message to be sent to those outside of Baylor, make sure you type that message on the “Reply once to each sender external sender with” section. You can also specify that the message only be sent during a specific time range. Click OK when you’re done.



For further assistance, please contact the Help Desk at 254.710.4357