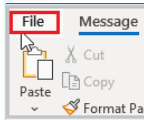
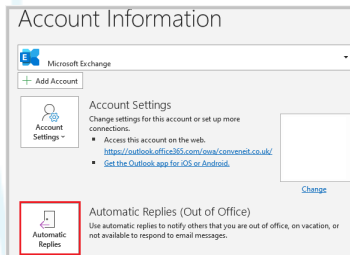


# Setting Out of Office in Outlook

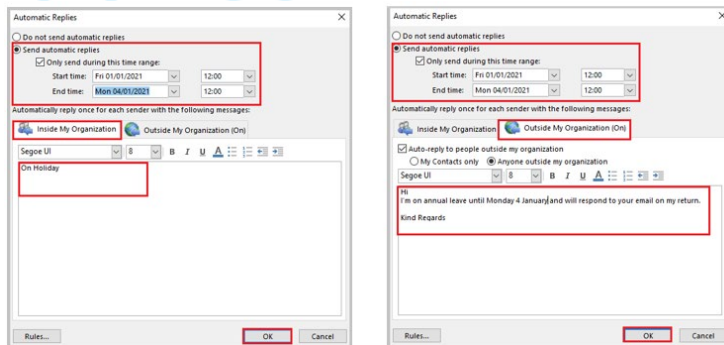
1. Open Outlook and click **File** in the top left hand corner to open **Account Information**.



2. Once in Account Information, click **Automatic Replies (Out of Office)**



3. Select **Send automatic replies**. Tick **Only send during this time range** and enter the date and time. Input the message for **Inside My Organisation** and one for **Outside My Organisation**. Your Out of Office is set.



**This section only applies if you would like to forward the email.**

4. Click **Rules** then **Add Rule**. Click **Sent to** and add **your** email address. Check **Sent directly to me** and **Copied (Cc) to me**. Check **Forward** and click **To** and select the email you would like the emails to be forwarded to.

Your Out of Office is set, and emails are forwarded to the chosen recipient.

