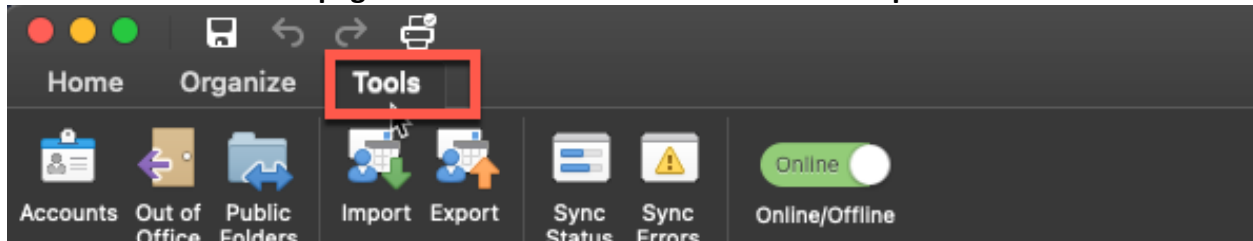
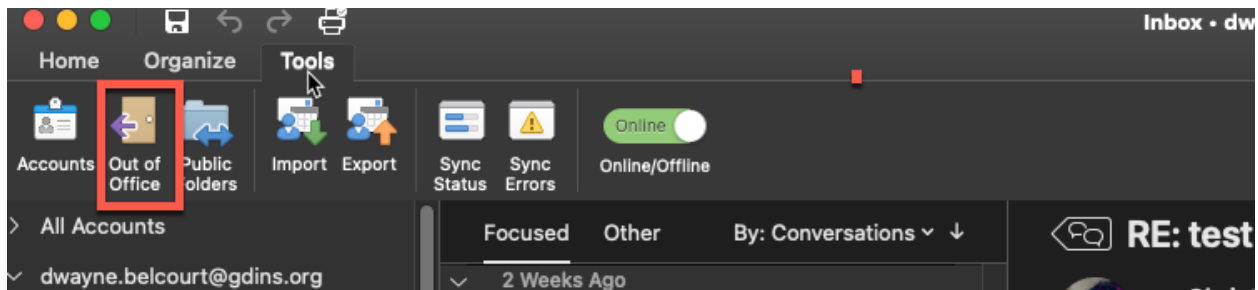


## How to set your out of office in Outlook 2016 and Up - MAC

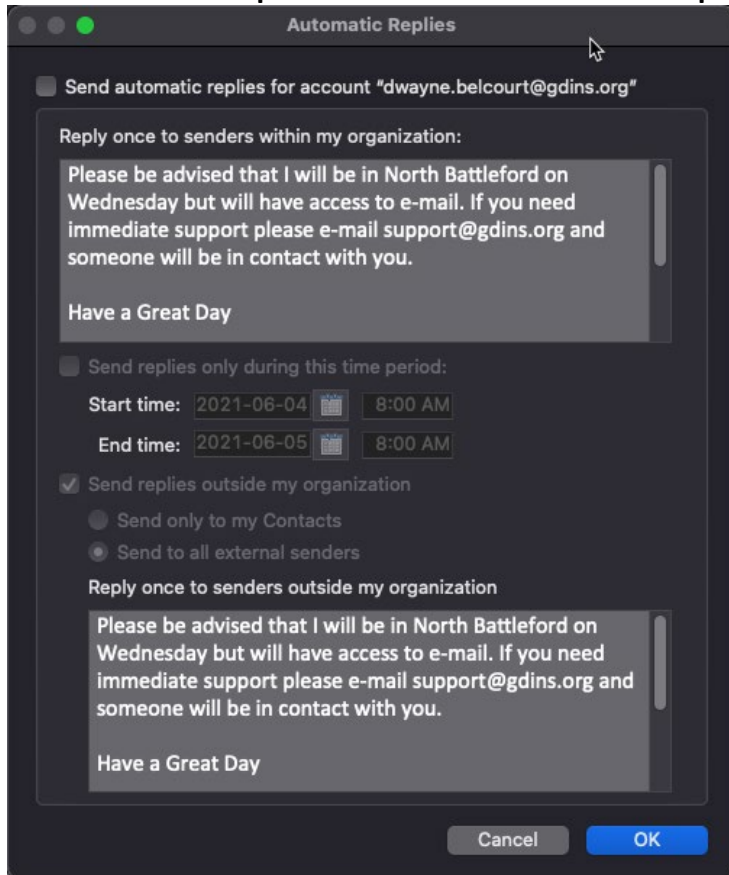
1. From the Home page of Outlook click on the tools on the top tool bar



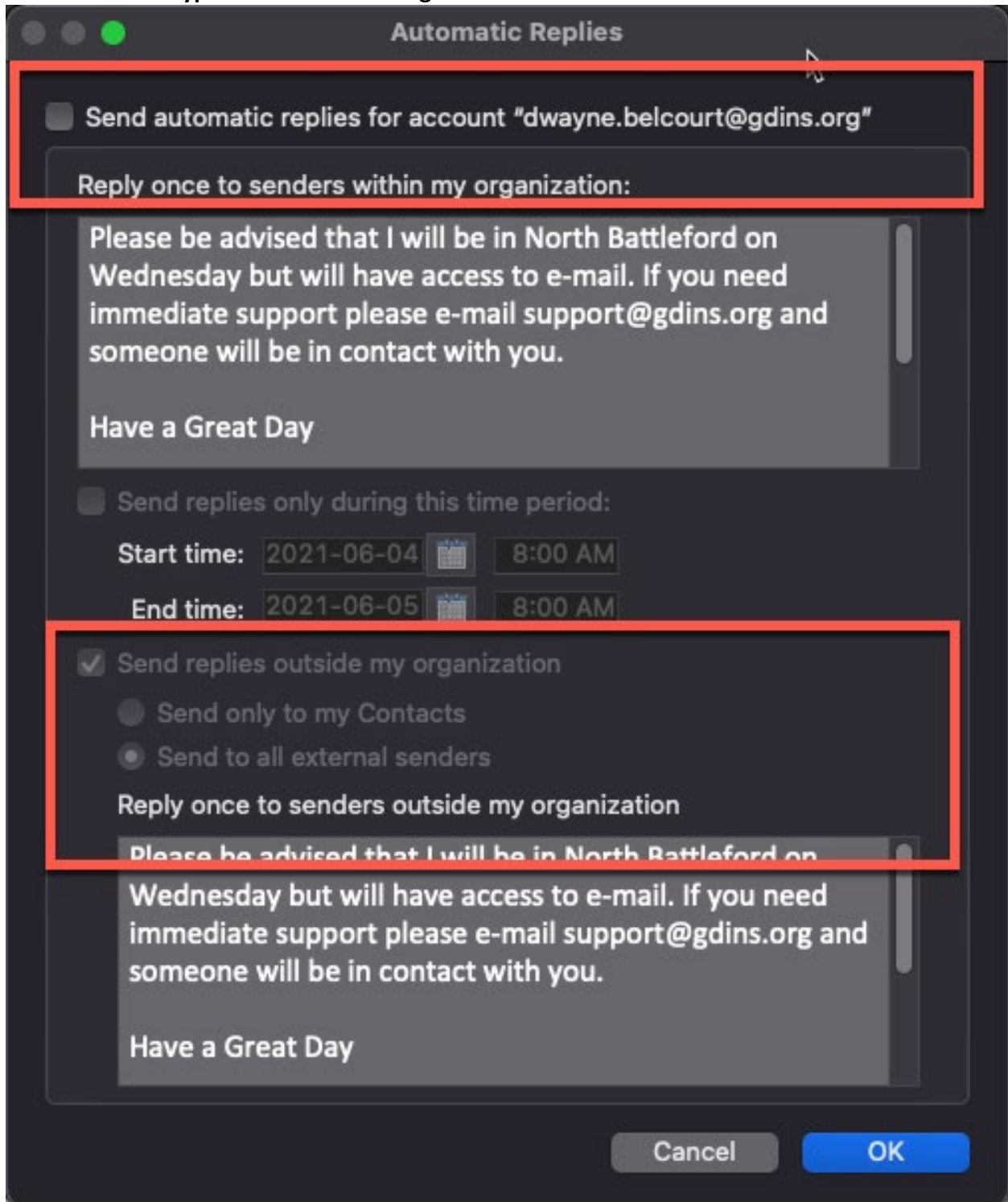
2. That will take you to the Tools in Outlook from there you want to click on the Out of Office Button



3. You will be presented with the Automatic Replies Dialog box



4. You can type in different messages for Internal and External Clients



5. Once you have typed in your replies you can also set the time frame when the system will send out the replies.

