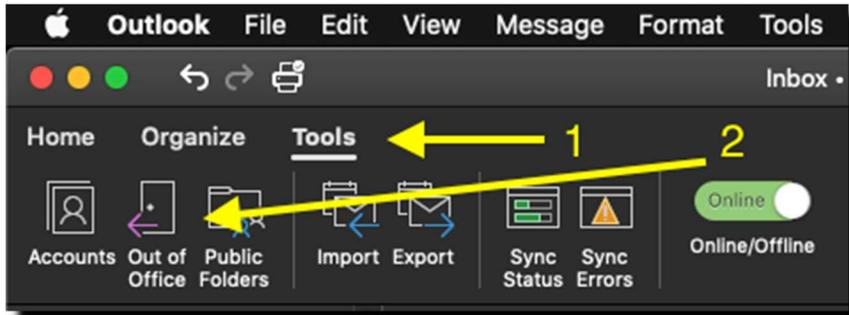


# How to set Out of Office in Outlook 365 for Mac

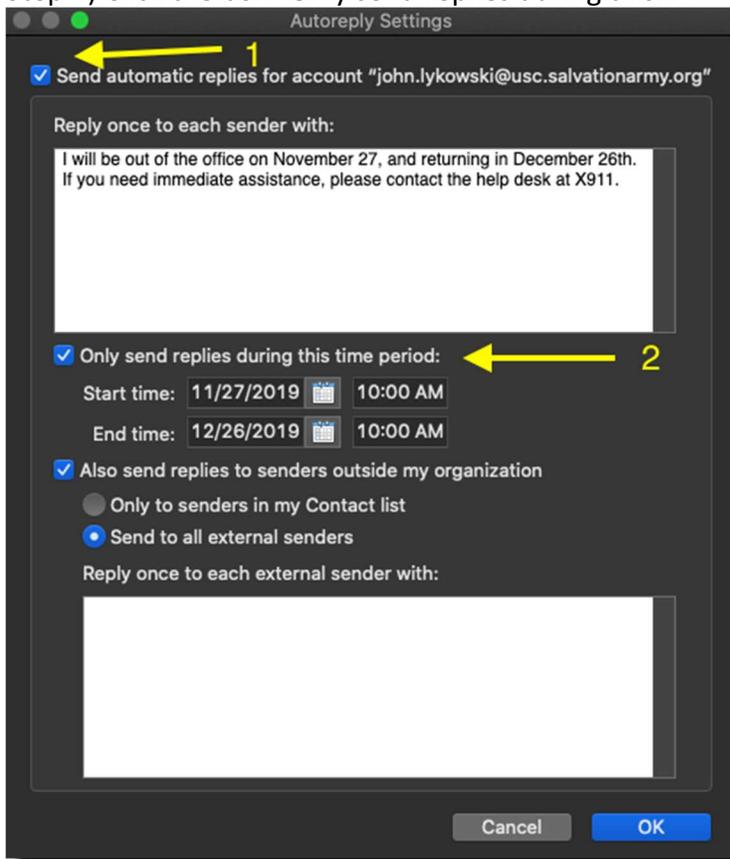
Step 1) Click the Tools menu.

Step 2) Click on the Out of Office icon.



Step 3) Click the box in the top left corner

Step 4) Click the box "Only send replies during this..."



Step 5) fill out start and end times, and click ok, and you're done!

