

# Set "Out of Office" for Teams

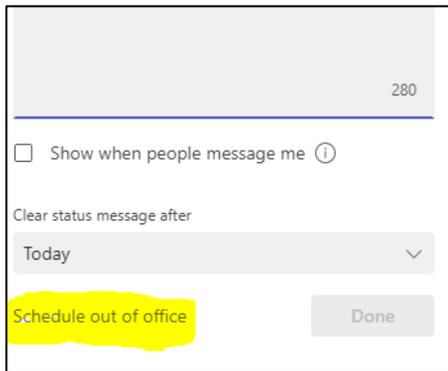
In Teams, click on "User Icon" on top right hand corner:



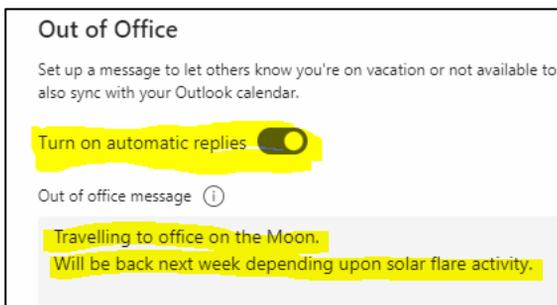
Click on "Set Status Message":



Click on "Schedule Out of Office":



Click on "Turn on automatic replies" and fill out Out of Office message:



Click on "Send replies only during a time period"



Click the "Save" button:



Enter Start/End date & time:

