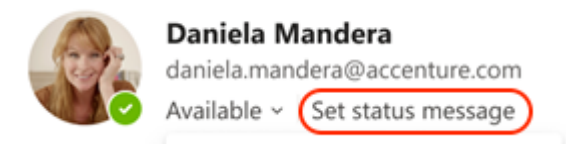# Schedule an out of office status in Microsoft Teams

Set up an out of office status and message to let your teammates know you're not working or on vacation. When teammates send you a chat message, they'll see your out of office reply and know you're unavailable. Your out of office status will also sync with automatic replies in your Outlook calendar.
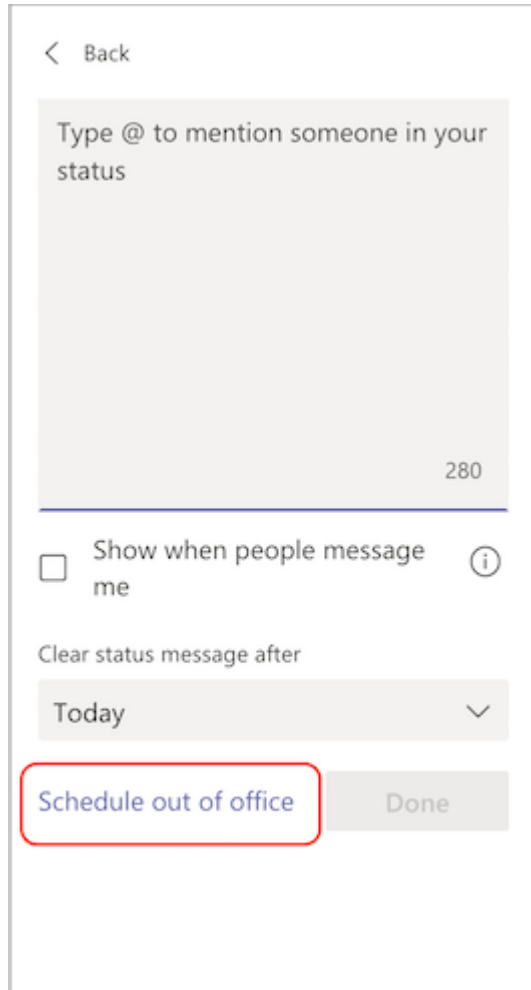
There are two ways to schedule your out of office status and message in Teams.

Option 1: Schedule an out of office from your profile picture

1. Go to your profile picture at the top of Teams and select **Set status message**.

2. Select **Schedule out of office** at the bottom of the options.

3. Turn on the toggle next to **Turn on automatic replies.**

4. Type an out of office message in the text box. This message will appear when people contact you in Teams or open your profile. It'll also be sent as an automatic reply in Outlook.

   Note: An out of office message is required in order to set your status and sync with your Outlook calendar.

5. If you'd like to send an automatic message to people outside of your organization, select the check box next to **Send replies outside my organization** and choose between your contacts or all external senders. You can tailor your out of office message to this audience, or use the same message you typed above by copying/pasting it into the text box.

6. Based on when you'll be out of the office, pick the dates and times that your out of office message and status will start and stop displaying by selecting the check box next to **Send replies only during a time period.**

Out of Office

Set up a message to let others know you're on vacation or not available to reply. Your out of office status will also sync with your Outlook calendar.

Turn on automatic replies ⬤

Out of office message ⓘ

> I'll be out of the office on May 5th.

☐ Send replies outside my organization

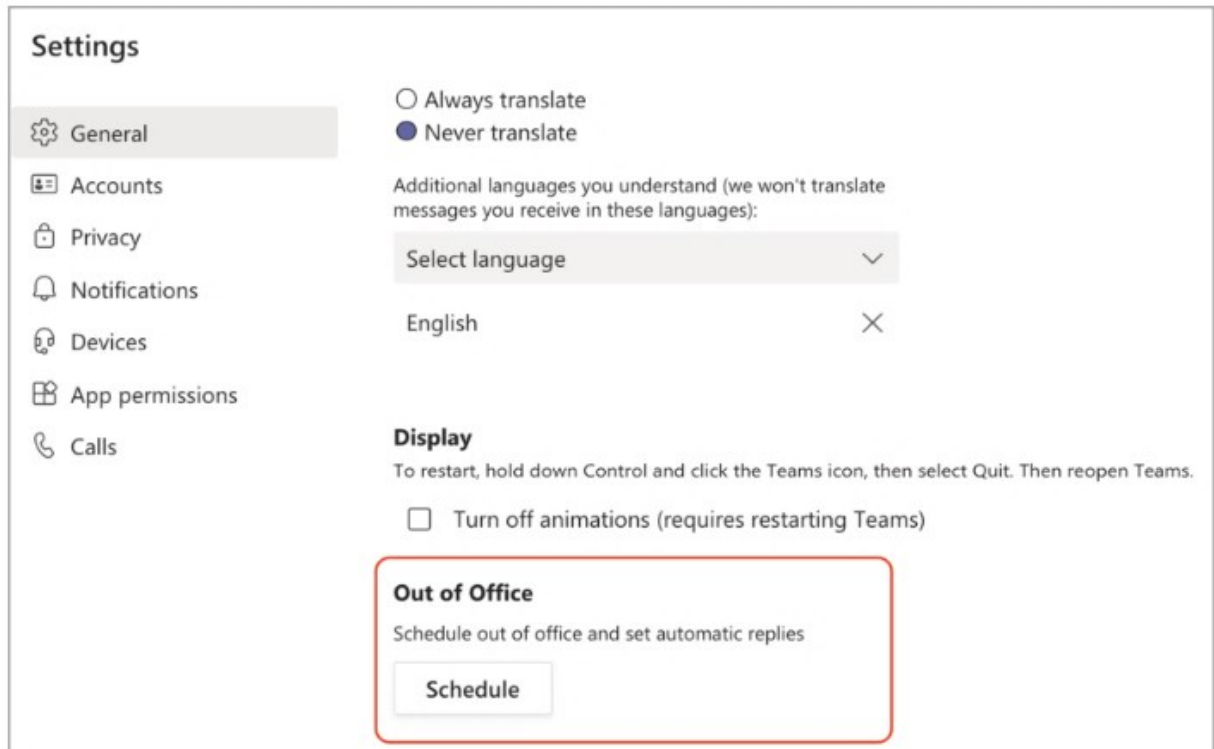☑ Send replies only during a time period

Start

| May 5, 2021 | 12:00 AM |

End

| May 5, 2021 | 11:30 PM |

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7. Select the **Save** button.

Option 2: Schedule an out of office in settings

1. Go to your profile picture in the top right of Teams. Next, select ... > ⚙ **Settings** > **General** and locate the **Out of Office** section.

2. Select the **Schedule** button to open the out of office screen. Then follow steps 3 through 7 above to set your preferences.

Settings

⚙ General	○ Always translate
▤ Accounts	● Never translate
🔒 Privacy	Additional languages you understand (we won't translate messages you receive in these languages):
🔔 Notifications	Select language ⌄
🎧 Devices	English ✕
⊞ App permissions	
📞 Calls	

Display
To restart, hold down Control and click the Teams icon, then select Quit. Then reopen Teams.

☐ Turn off animations (requires restarting Teams)

Out of Office
Schedule out of office and set automatic replies

Schedule

To clear your out of office status and turn off your automatic reply in Teams, select your profile picture and go back to the Out of Office screen either from ... ⚙ **Settings** > **General** > **Out of Office** or by selecting **Set status message** > **Schedule out of office** from your profile picture. Turn off the toggle next to **Turn on automatic replies** and select the **Save** button.

Once you've scheduled an out of office status and message in Teams, you'll see automatic replies turned on in Outlook with the time range and message you set in Teams. If you choose to update your out of office details in Outlook, your changes will be reflected in Teams. To learn how to turn on or off an Outlook out of office reply, see Send automatic out of office replies from Outlook.

○ Do not send automatic replies
◉ Send automatic replies
  ☐ Only send during this time range:
  Start time: Thu 5/11/2017 ⌄   3:00 PM ⌄
  End time: Fri 5/12/2017 ⌄   3:00 PM ⌄

Automatically reply once for each sender with the following messages:

🧑 Inside My Organization   🌐 Outside My Organization (Off)

Calibri ⌄   12 ⌄

B *I* U A ≔ ≡ ⬅ ➡

I'll be out of the office on May 5th. Please contact my manager, joe@contoso.com for assistance.

Cheryl

Rules...   OK   Cancel