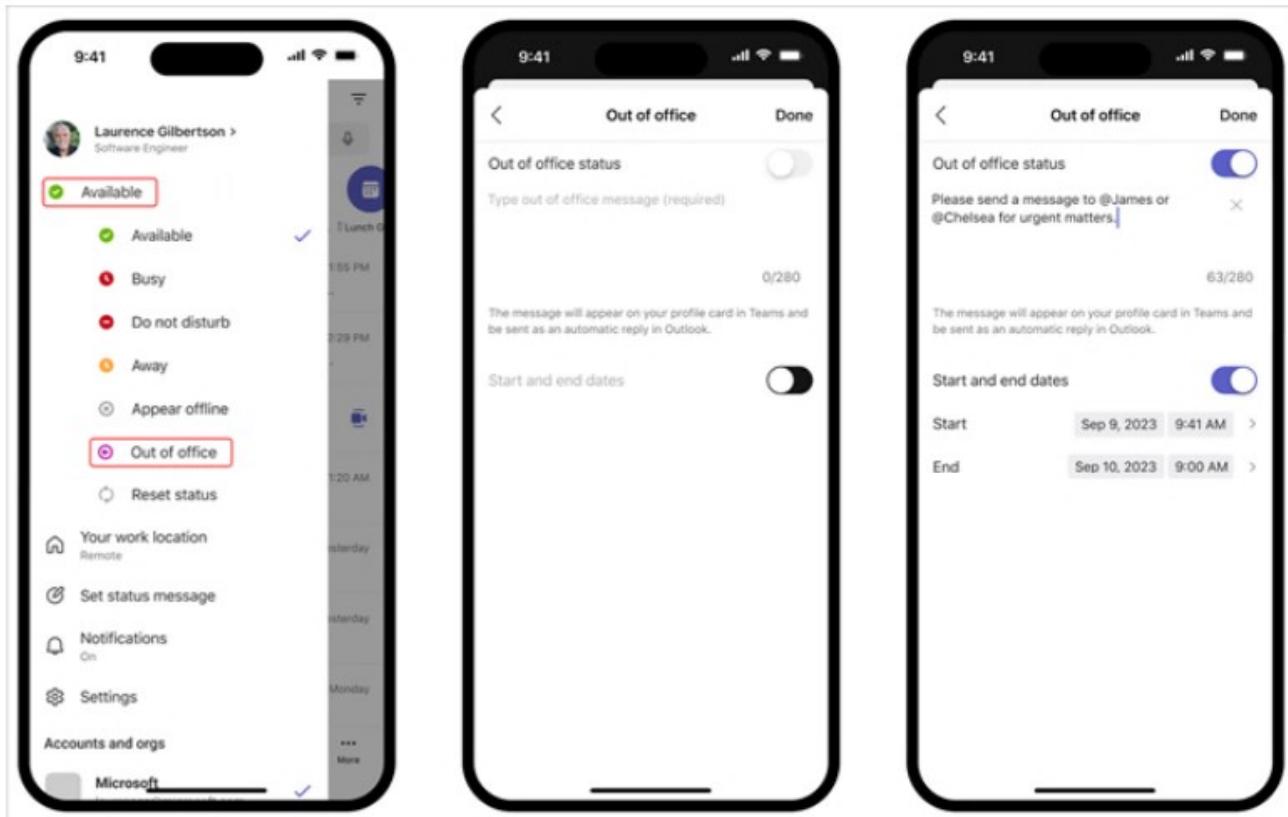


Schedule an out of office status in Microsoft Teams

Mobile

You can easily turn on out of office replies while on the go with the Teams mobile app. Your updated auto-reply will be synced across all your other apps.

1. In the Teams app, open your profile card by tapping on your profile picture in the upper left corner of the screen.
2. Select your current status.
3. From the status menu, select **Out of office**.
4. Turn on the toggle next to **Set auto reply**, and compose your out of office status message, which will appear when people contact you in Teams or open your profile. It will also be sent as an automatic reply in Outlook.
5. Turn on the toggle next to **Select your start and end dates** and select the date and time range when you'll be unavailable.



Note: You can also access out of office settings by selecting **Set status message** in your profile.