

Rule #10: Help & Documentation

Outlook 2016 Help

← → 🏠 out of office 🔍

Click **File**, then select the image below that matches your version of Outlook.

Account Information

cheryl.parsons@contoso.com
Microsoft Exchange

+ Add Account

Account Settings
Change settings for this account or set up more connections.

- Access this account on the web.
<http://contoso.com/owa>
- Get the Outlook app for iPhone, iPad, Android, or Windows 10 Mobile.

Automatic Replies (Out of Office)
Use automatic replies to notify others that you are out of office, on vacation, or not available to respond to email messages.

Mailbox Settings
Manage the size of your mailbox by emptying Deleted Items and archiving.

93.2 GB free of 99 GB

Account Information

cheryl.parsons64@yahoo.com
IMAP/SMTP

+ Add Account

Account Settings
Change settings for this account or set up more connections.

- Get the Outlook app for iPhone, iPad, Android, or Windows 10 Mobile.

Mailbox Settings
Manage the size of your mailbox by emptying Deleted Items and archiving.

Rules and Alerts
Use Rules and Alerts to help organize your incoming email messages, and receive updates when items are added, changed, or removed.

Slow and Disabled COM Add-ins
Manage COM add-ins that are affecting your Outlook experience.

If you see the **Automatic Replies** button, follow the steps to [set up an automatic reply](#).

If you don't see the **Automatic Replies** button, follow the steps to [use rules to send an out of office](#)

Searchable

Easy to use step by step instructions with diagrams :)

Help should be simple and searchable. It should address the users' problem.