# Out of Office Reply Message TEMPLATE

The College of Arts and Sciences Office of Marketing and Communications has created and approved the template that adheres to brand and accessibility standards. Please use one of these pre-written out-of-office replies to ensure consistency throughout the College.

## How to use this template

There are several ways you can write an out-of-office reply message, and this template will take all the guessing out and help you set up a branded out-of-office message from Outlook.

Before selecting one of the nine messages below, please review the "key" to help you understand how to customize your reply message and email signature.

### Key:

Yellow highlights – Please insert your information and remove the [brackets].

Gray highlights – Optional and can be removed if not applicable.

Blue highlights – Hyperlink highlighted text and remove the [brackets].

## Reply Messages

Choose from any of the following messages below to customize.

* Basic Message
* No Contact Message
* Holiday Message

### Basic Messages

#### Example 1

Hi. Thank you for your email. I’m out of the office and will return on [insert return date].

**Book an appointment with me >>** [Hyperlink to the appointment scheduling website, if applicable. If not, you may remove this reference]

If you need immediate assistance before then, you can **send the [insert department name here] a message** (*Please hyperlink “send [department name] a message” with your general contact form on your website or a general department email address*), and someone will get back to you during office hours. Otherwise, I will respond to your email as soon as I can.

Thank you,

[Your Name]

**Full Name**[optional – insert pronouns here] **Job Title at UB**Department of [Department name]  
University at Buffalo College of Arts and Sciences  
*100 Clemens Hall | 716-645-XXXX | arts-sciences.buffalo.edu/*

#### Example 2

Hi. Thank you for your email. I’m out of the office with no access to email and will be back on [insert return date].

**Book an appointment with me >>** [Hyperlink to the appointment scheduling website, if applicable. If not, you may remove this reference]

If you need immediate assistance while I’m away, you can contact [name of colleague + their job title]at [insert email address]. Otherwise, I will respond to your email as soon as I can.

Thank you,

[Your Name]

**Full Name**[optional – insert pronouns here] **Job Title at UB**Department of [Department name]  
University at Buffalo College of Arts and Sciences  
*100 Clemens Hall | 716-645-XXXX | arts-sciences.buffalo.edu/*

#### Example 3

Hello,

I will be away from the office until [insert return date] for [reason] with no access to email. If your request is urgent, please contact [name of colleague + their job title] for assistance at [insert email address]. Otherwise, I'll get back to you as quickly as possible when I return.

Thank you,

[Your Name]

**Full Name**[optional – insert pronouns here] **Job Title at UB**Department of [Department name]  
University at Buffalo College of Arts and Sciences  
*100 Clemens Hall | 716-645-XXX | arts-sciences.buffalo.edu/*

### No Contact Message

#### Example 1

Hello,

Thank you for your email. I’m currently offline, and I’ll be back in front of my computer on [insert return date] and will respond to your message at that time.

**Book an appointment with me for when I return >>** [Hyperlink to the appointment scheduling website, if applicable. If not, you may remove this reference]

Thank you,

[Your Name]

**Full Name**[optional – insert pronouns here] **Job Title at UB**Department of [Department name]  
University at Buffalo College of Arts and Sciences  
*100 Clemens Hall | 716-645-XXX | arts-sciences.buffalo.edu/*

#### Example 2

Hi!

Thanks for your message! I’m currently away from the office for [reason]and won’t be back until **[insert return date]**. I’ll be happy to respond to your message when I return.

Thank you again,

[Your Name]

**Full Name**[optional – insert pronouns here] **Job Title at UB**Department of [Department name]  
University at Buffalo College of Arts and Sciences  
*100 Clemens Hall | 716-645-XXX | arts-sciences.buffalo.edu/*

#### Example 3

Hello,

Thanks for emailing me. I’m going to be out of the office from [insert date] to [insert return date], with limited access to email.

In the meantime, **book an appointment for when I return >>** [Hyperlink to the appointment scheduling website, if applicable. If not, you may remove this reference]

Thank you again,

[Your Name]

**Full Name**[optional – insert pronouns here] **Job Title at UB**Department of [Department name]  
University at Buffalo College of Arts and Sciences  
*100 Clemens Hall | 716-645-XXX | arts-sciences.buffalo.edu/*

### Holiday Message

#### Example 1

Hello,

Thank you for your email. I’m currently offline until [insert return date] to celebrate the holidays and my heritage. I appreciate your understanding, and I’ll be sure to reply to your message once I’m back online.

**Book an appointment for when I return >>** [Hyperlink to the appointment scheduling website, if applicable. If not, you may remove this reference]

Sending wishes for a happy holiday season,

[Your Name]

**Full Name**[optional – insert pronouns here] **Job Title at UB**Department of [Department name]  
University at Buffalo College of Arts and Sciences  
*100 Clemens Hall | 716-645-XXXX | arts-sciences.buffalo.edu/*

#### Example 2

Hello,

Thanks for emailing me. I’m out of the office today for the holiday and will return tomorrow, [insert date]. I’ll be happy to respond to your message when I return.

**Please book an appointment for when I return >>** [Hyperlink to the appointment scheduling website, if applicable. If not, you may remove this reference]

Thank you again,

[Your Name]

**Full Name**[optional – insert pronouns here] **Job Title at UB**Department of [Department name]  
University at Buffalo College of Arts and Sciences  
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#### Example 3

Season’s greetings! ❄️

It’s my favorite time of year, which means I’m currently away from my inbox, chugging mugs of cocoa, stuffing my face with cookies, lighting candles, and attempting to fulfill my life-long goal of memorizing every single line of [insert your favorite holiday movie].

I’ll be back in front of my computer on [insert return date] and will respond to your message at that time.

Thank you, and have a happy holiday season!

[Your Name]

**Full Name**[optional – insert pronouns here] **Job Title at UB**Department of [Department name]  
University at Buffalo College of Arts and Sciences  
*100 Clemens Hall | 716-645-XXXX | arts-sciences.buffalo.edu/*

## How to send automatic out-of-office replies from Outlook

Please visit the Microsoft Support website to follow the steps to set up an automatic out-of-office reply email.

* [Send Out of Office replies for Mac](https://support.microsoft.com/en-us/office/send-automatic-out-of-office-replies-from-outlook-for-mac-4e07ab75-beda-4f9e-bcdc-44471ebacdee#:~:text=Set%20up%20automatic%20replies%20when,organization%2C%20enter%20your%20automatic%20reply.)
* [Send Out of Office replies for PC](https://support.microsoft.com/en-us/office/send-automatic-out-of-office-replies-from-outlook-9742f476-5348-4f9f-997f-5e208513bd67)