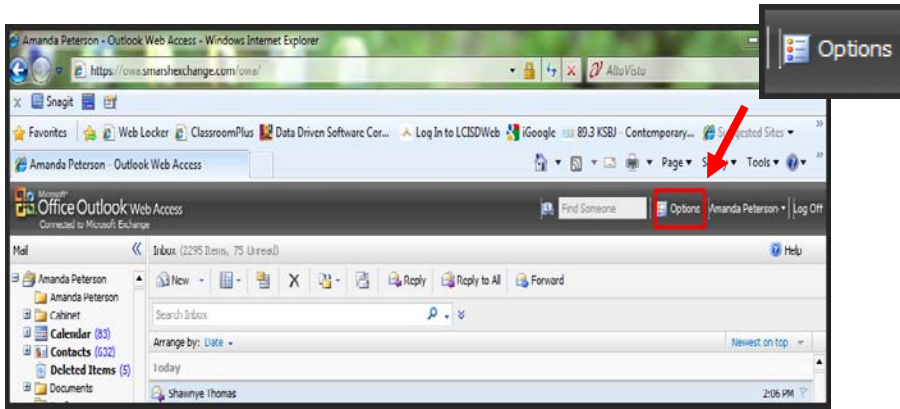


Outlook Web Access

Options Button

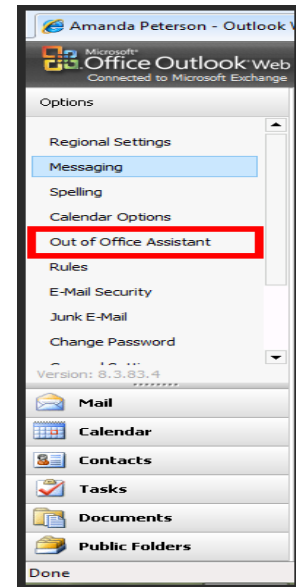
Once the main E-mail Page opens, click the "Options" button found in the upper right hand side of page.



Click Out of Office Assistant

On the left hand side of the screen in the "Options" menu, there is an option called "Out of Office Assistant."

Click "Out of Office Assistant"



Set up your Out of Office Message

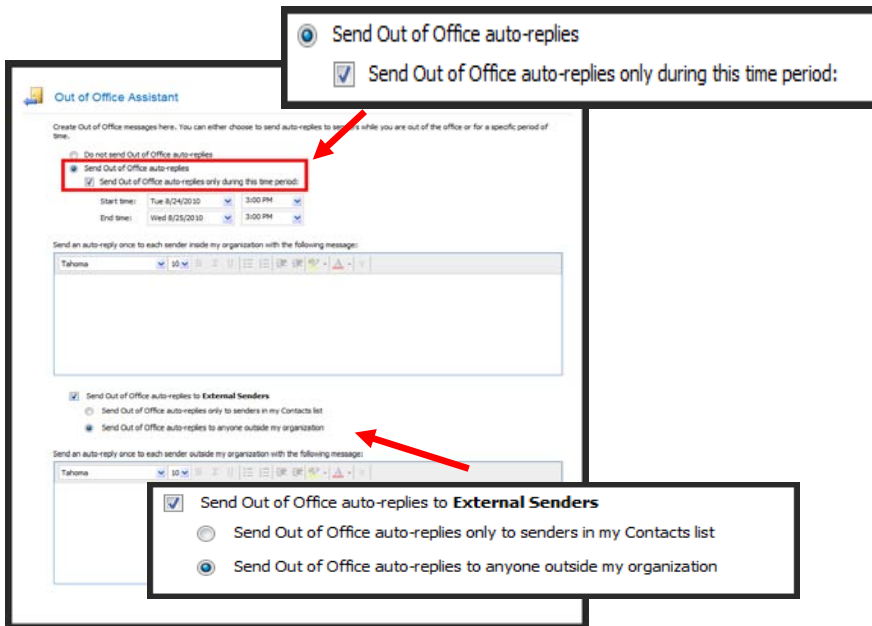
Once the "Out of Office Assistant" page opens on the right hand side click the circle next to "Send Out of Office auto-replies." The options below it will become active for both inside and outside my organization.

Click "Send Out of Office auto-replies only during this time period."

Set start and end time by clicking on the drop down arrows and select the correct dates.

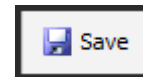
Under External Senders Choose the option you prefer.

Type your message in each text box.



Save Your Message

Click Save at top of the Options pages.



Click "Mail" on the left hand side of the page to go back to your mailbox.

