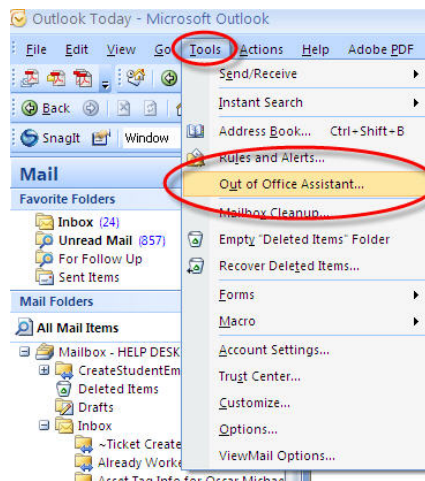


Creating an Out of Office Message in Microsoft Outlook:

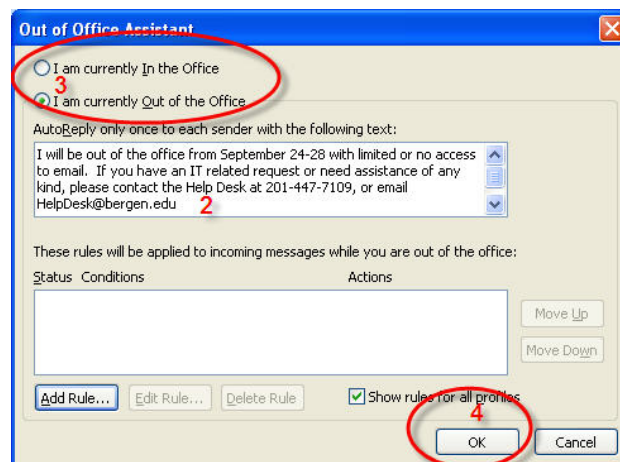
By using an automated message, you can let others know when, and for how long, you will be out of the office. As you will see below, this can be done even when it is an unexpected absence, as long as you have a computer with an internet connection.

Using Outlook 2003 or 2007:

1. Click “Tools”, then click “Out of Office Assistant”

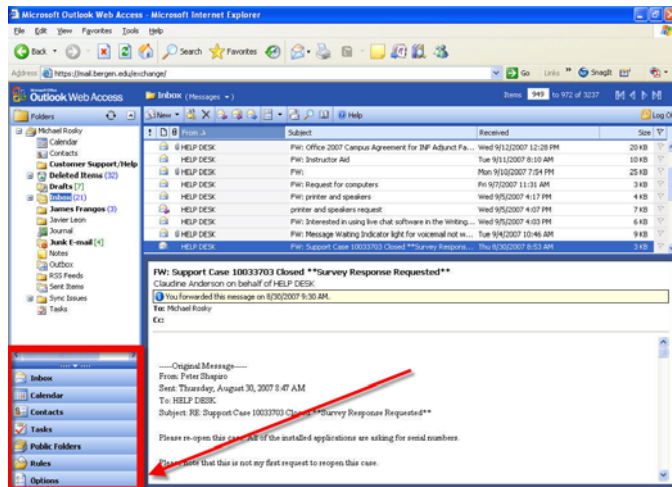


2. Type your message in the window beneath “AutoReply only once to each sender with the following text”
3. Choose “I’m currently out of the office”
4. Click “OK”

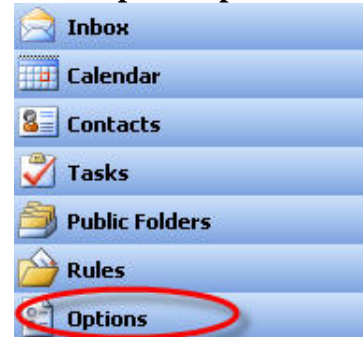


Using Outlook Web Access (webmail):

5. Log into Outlook Web Access (for information on logging into OWA, click [here](#))
6. Click the “Options” button on the bottom left-hand side



Close-up of “Options” button:



1. Type your message in the window beneath “AutoReply only once to each sender with the following text”
2. Choose, “I’m currently out of the office”
3. Click Save and Close

