

# How to Create a Vacation Message

## Using Outlook

1. Click on Tools/Out of Office Assistant
2. Select the options that you would like the Out of Office Assistant to use when sending reply messages. Such as:
  - a. Date range
  - b. Different replies for internal and external senders
  - c. Specify any rules you would like to use

**Out of Office Assistant**

☐ Do not send Out of Office auto-replies  
☒ Send Out of Office auto-replies

☒ Only send during this time range:

Start time: Fri 8/24/2007 3:00 PM  
End time: Sat 8/25/2007 3:00 PM

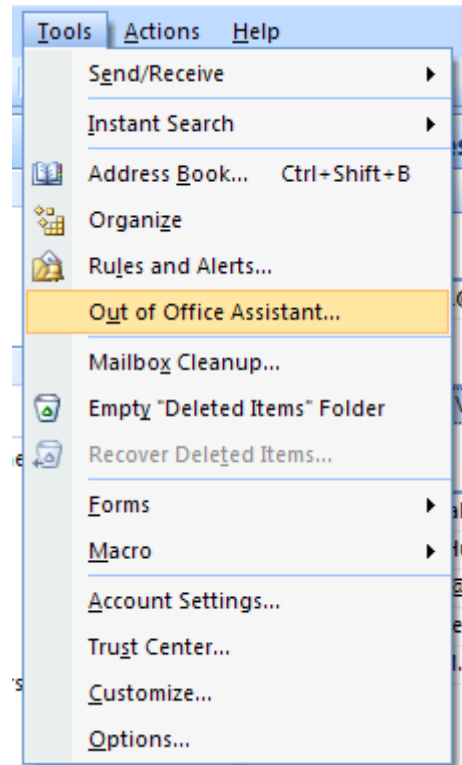
Auto-reply once for each sender with the following messages:

**Inside My Organization** **Outside My Organization (On)**

Calibri 11 B I U A

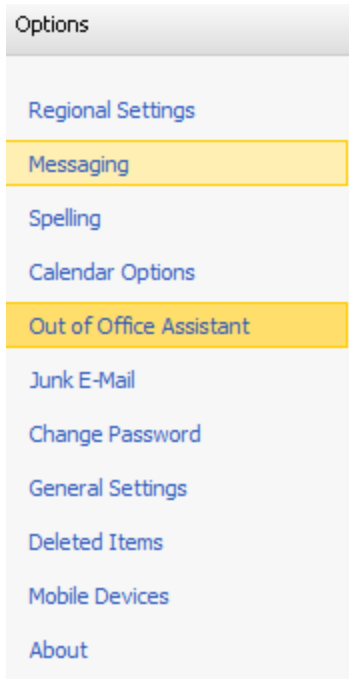
My Name  
1000 Regent University Drive  
Virginia Beach, VA 23464

Rules... OK Cancel



## Using Outlook Web Access (OWA)

1. Click on Options in the upper right hand corner.
2. Click on Out of Office Assistant on the left side.



3. Select the options that you would like the Out of Office Assistant to use when sending reply messages. Such As:
  - a. Date range
  - b. Different replies for internal and external senders
4. Click Save in the upper left hand corner.

