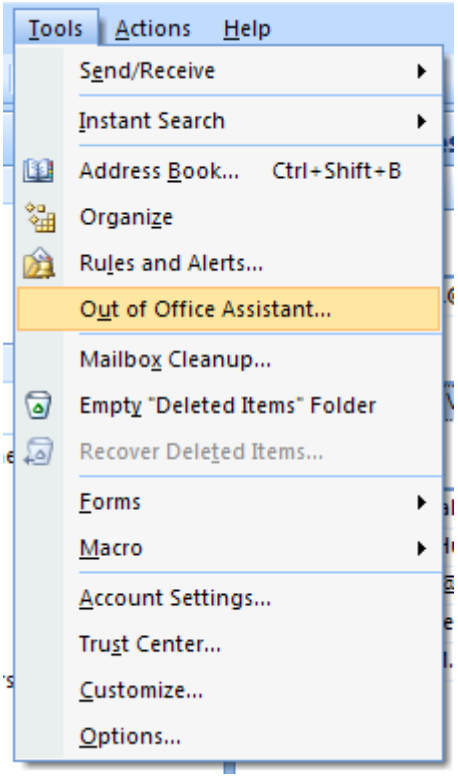
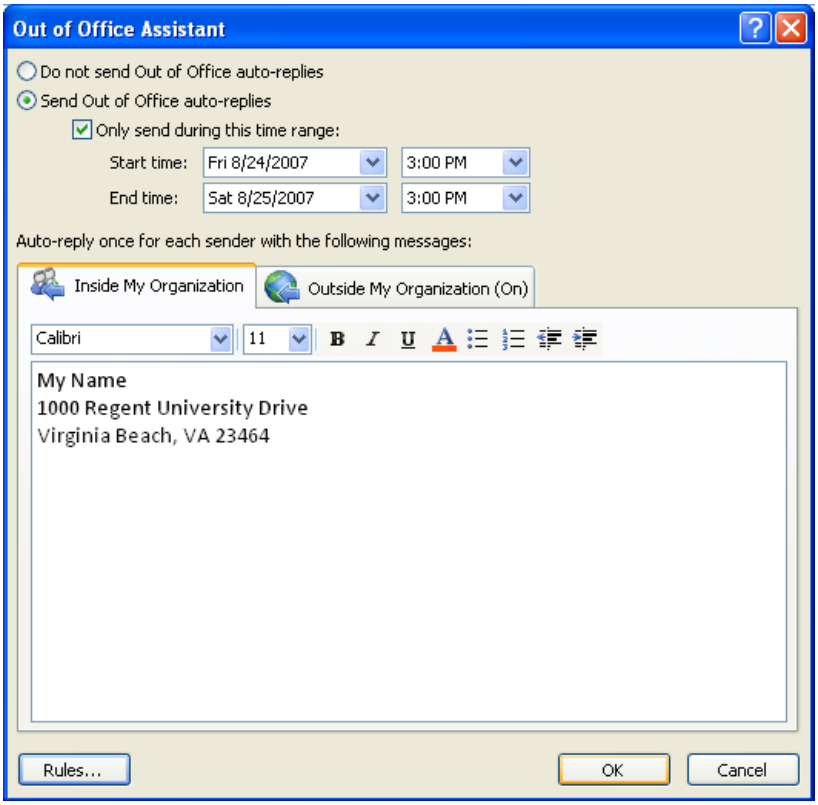
# How to Create a Vacation Message

## Using Outlook

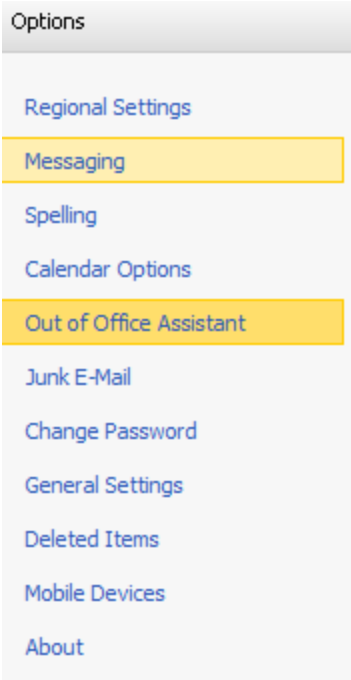
1. Click on Tools/Out of Office Assistant
2. Select the options that you would like the Out of Office Assistant to use when sending reply messages. Such as:
    a. Date range
    b. Different replies for internal and external senders
    c. Specify any rules you would like to use



# 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.