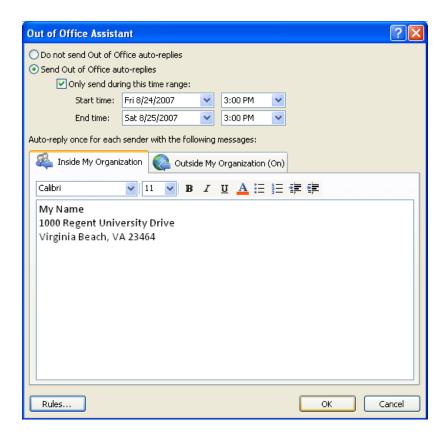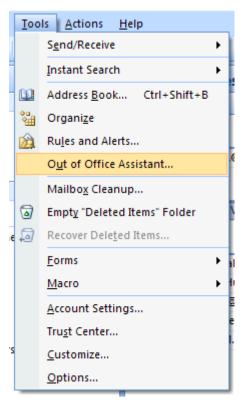# How to Create a Vacation Message

## 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.



**Options**

Regional Settings

Messaging

Spelling

Calendar Options

Out of Office Assistant

Junk E-Mail

Change Password

General Settings

Deleted Items

Mobile Devices

About

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.