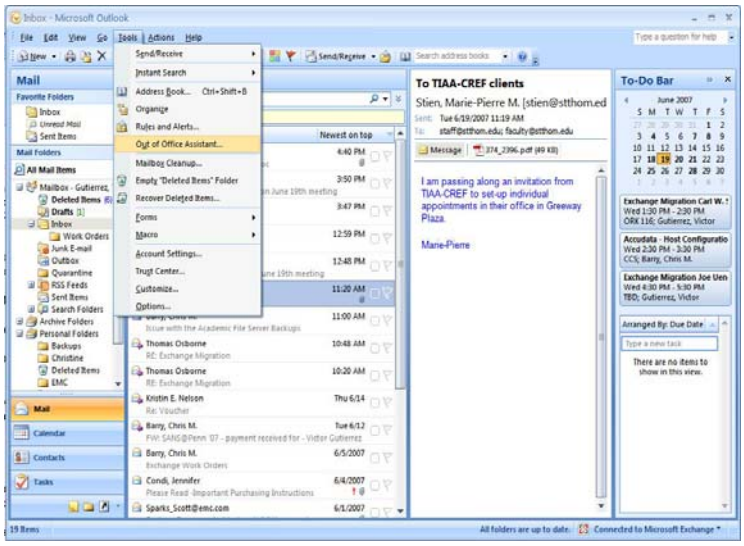
Using the Out of Office Assistant in Outlook

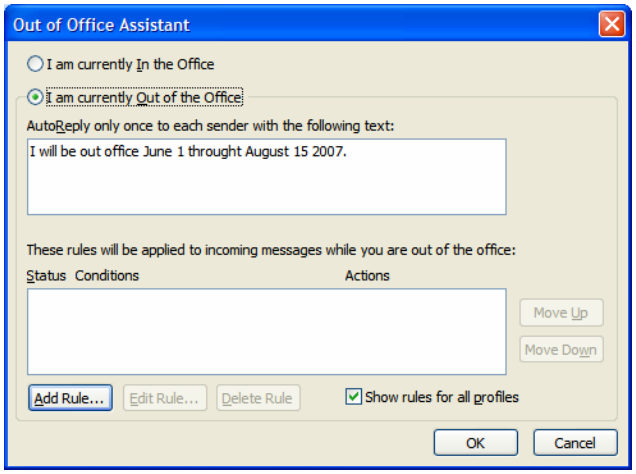
If you will be away from campus for a period of time in which you will not have access to your email, you can utilize the Out of Office Assistant feature in Outlook to notify people of your absence. Setting it up can be done through Microsoft Outlook in your office or through Outlook Web Access (OWA) from off campus

On Campus Using Microsoft Outlook - Setting Up Out of Office Assistant

1. Open Outlook, in the top menu bar select Tools -→ Out of Office Assistant



2. Select the "I am currently Out of the Office" radio button; type your message and click OK to turn it off follow the steps above and select "I am currently In the Office"

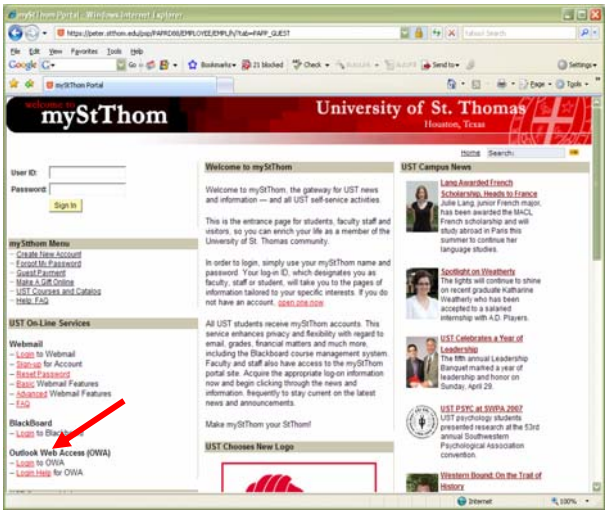


3. When returning to campus, remember to turn off the Out of Office Assistant. To turn it off follow the steps above and select "I am currently In the Office".

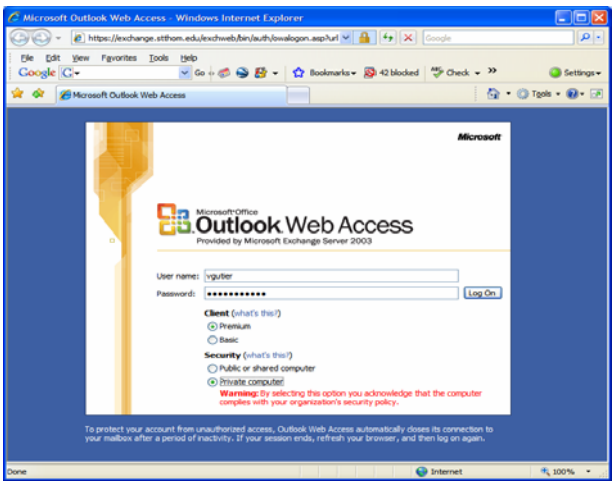
Off Campus - Setting Up Out of Office Assistant From

1. Go http://www.stthom.edu , click the myStThom (Portal) link

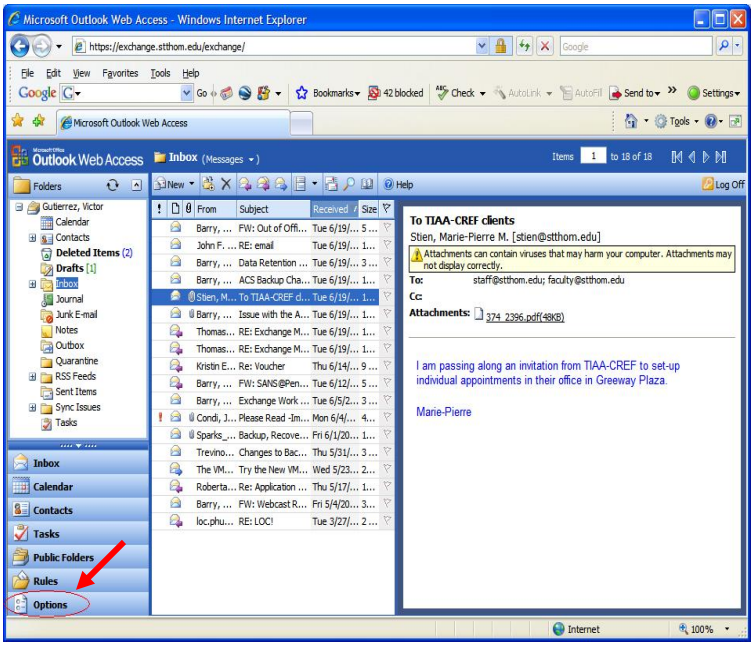
2. On the lower left hand side of the myStThom webpage click Login to OWA



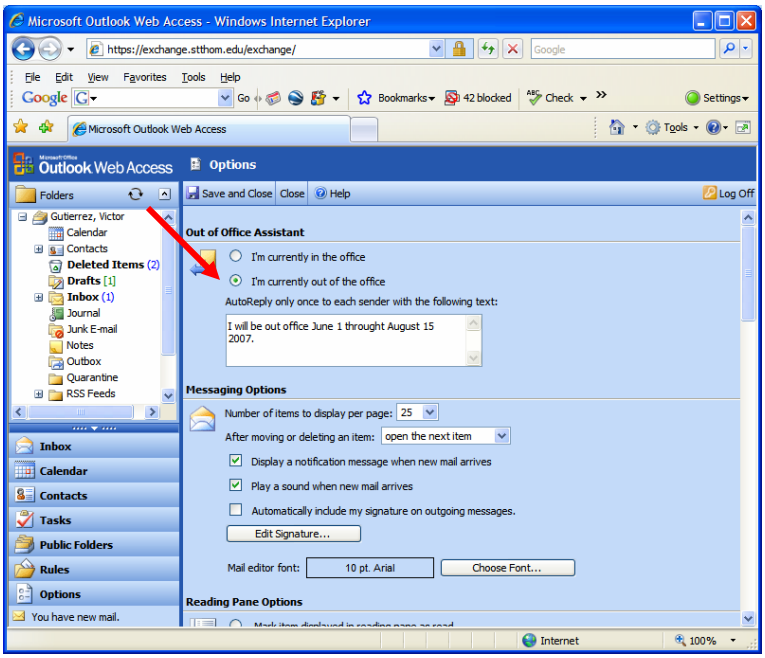
3. The OWA Login webpage will appear; type your User name and Password



4. Once you login to OWA, click the ‘Options’ button on the bottm right corner.



5. Select the radion button “I’m currently out of the office” and type your away message.



6. Once you have typed your away message click “Save and Close”. After saving your changes, you will be back to your Inbox.

7. When returning to campus, remember to turn off the Out of Office Assistant. To turn it off follow the steps above and select “I am currently In the Office”.