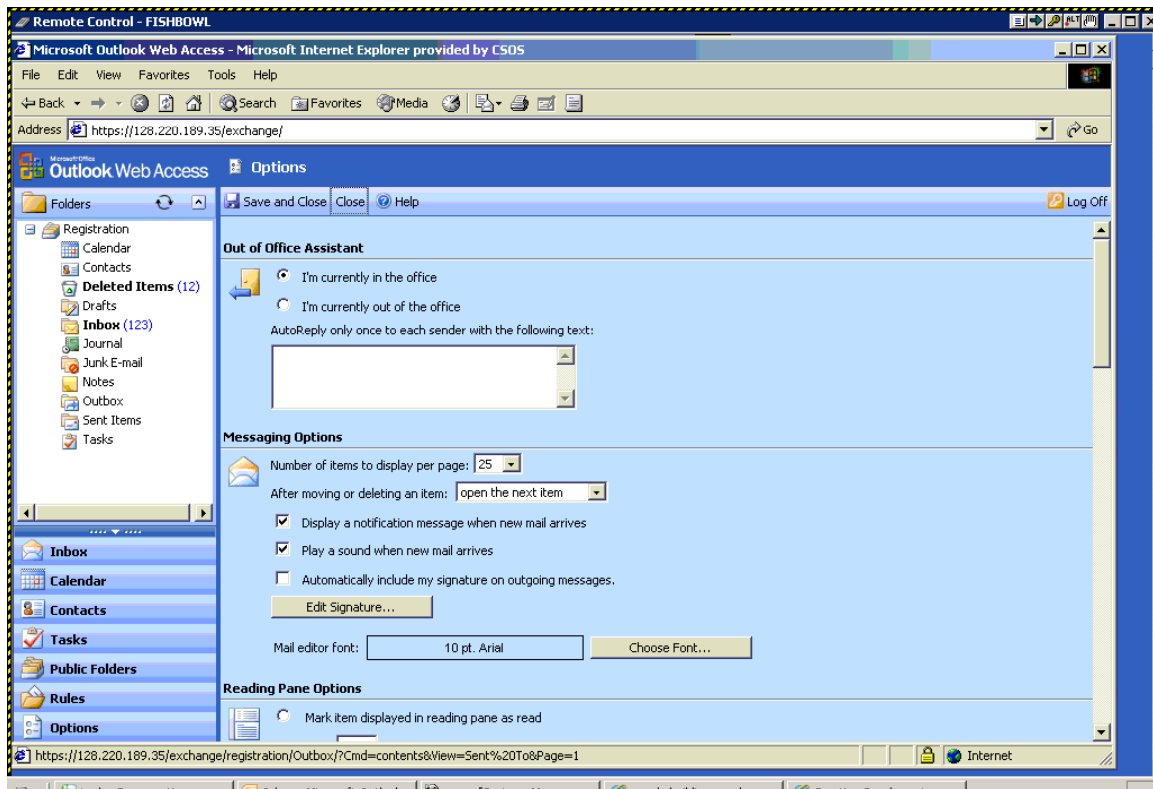


How to set up Out of Office Assistant for Outlook Web Access

1. Click ***Options*** in the lower left hand corner of the screen. Click the radio button next to ***I'm currently out of the office*** then type your reply message in the field below it.



2. Click ***Save and close*** and you're done.
Incidentally this is also where you can change your password. Just scroll to the bottom of the ***Options*** screen. Our Domain is csosad.

