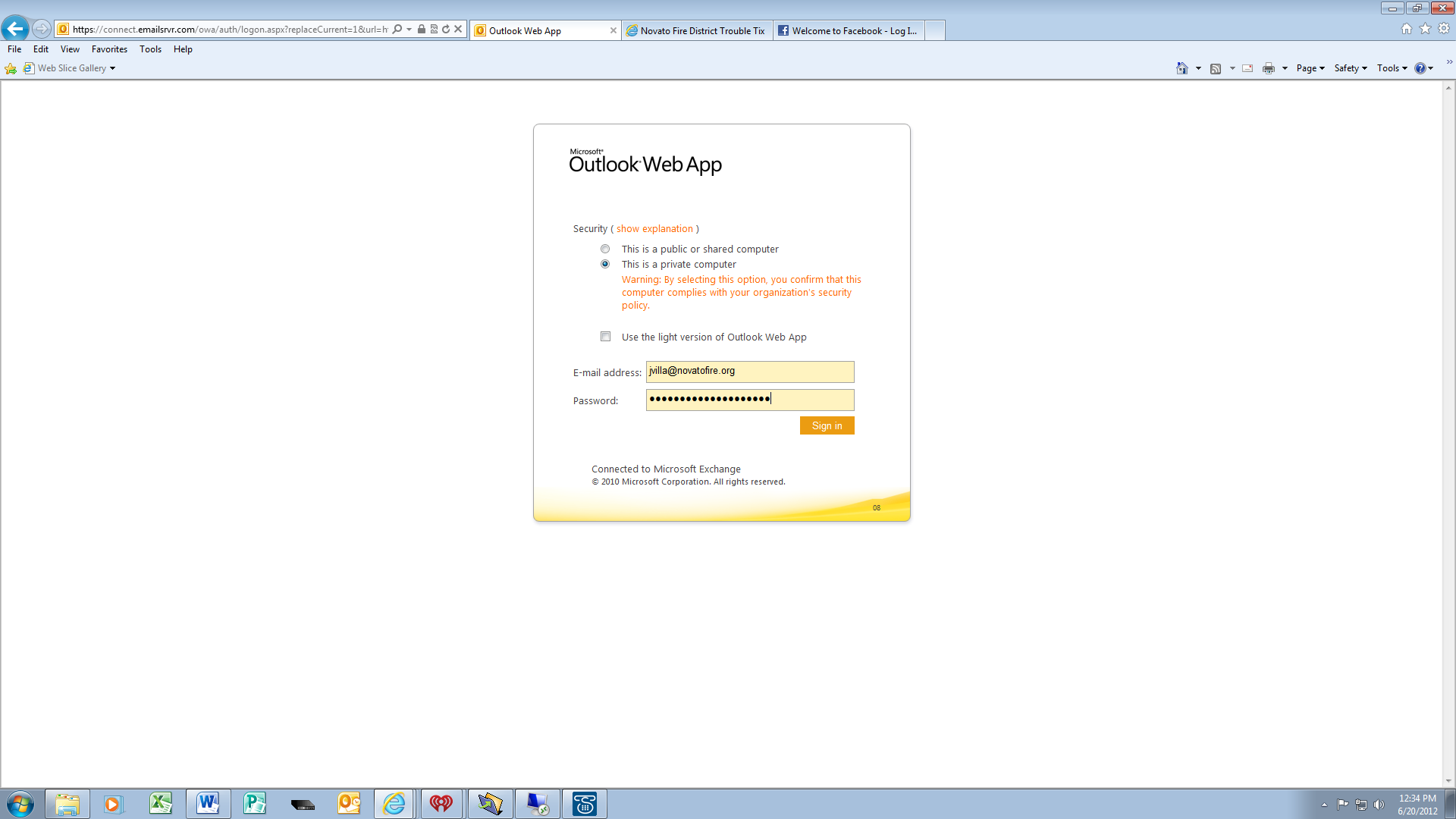


**Setting Your Out of Office Assistant**

Email

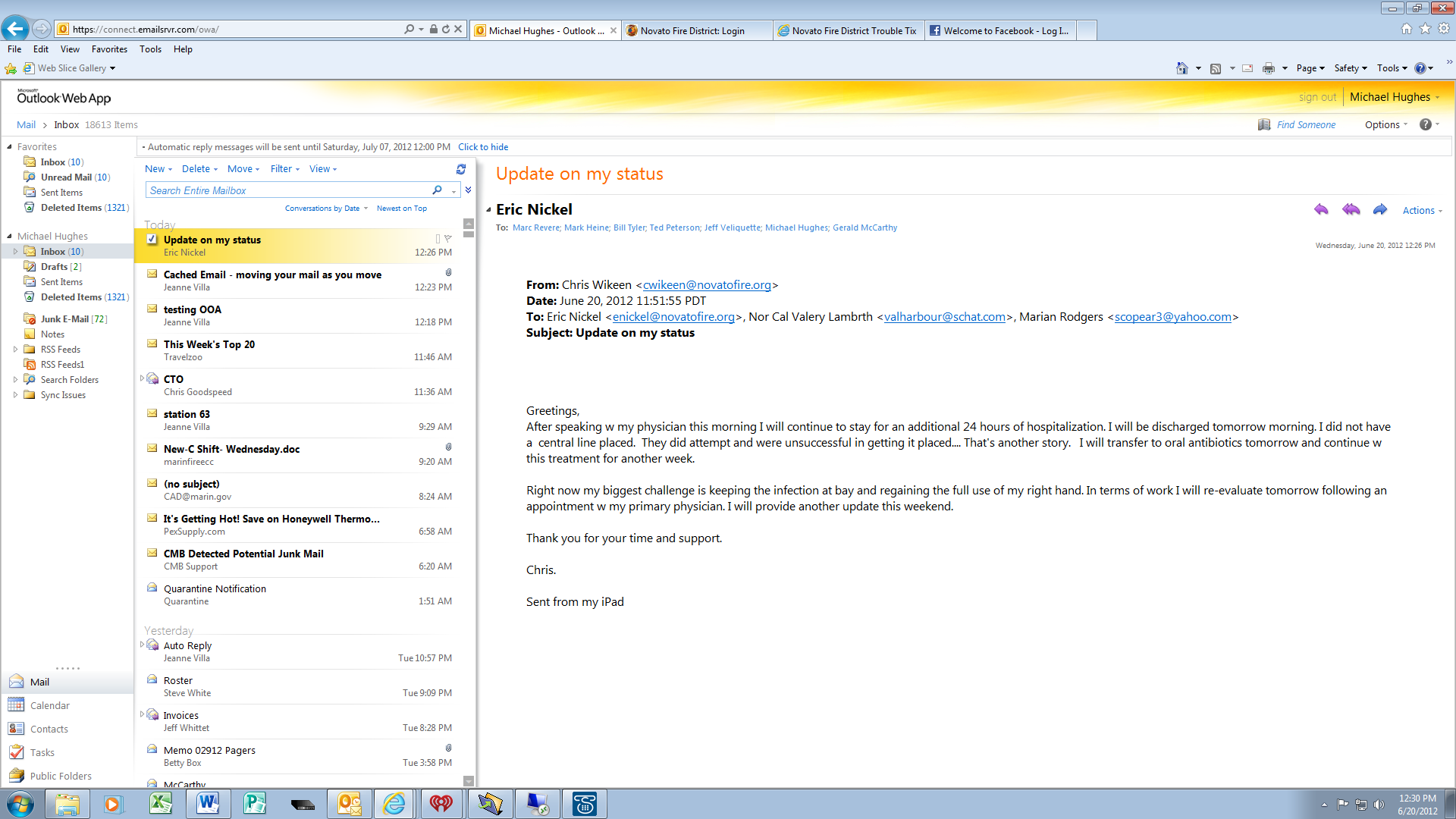
**To set your Out of Office Assistant, follow the instructions below:**



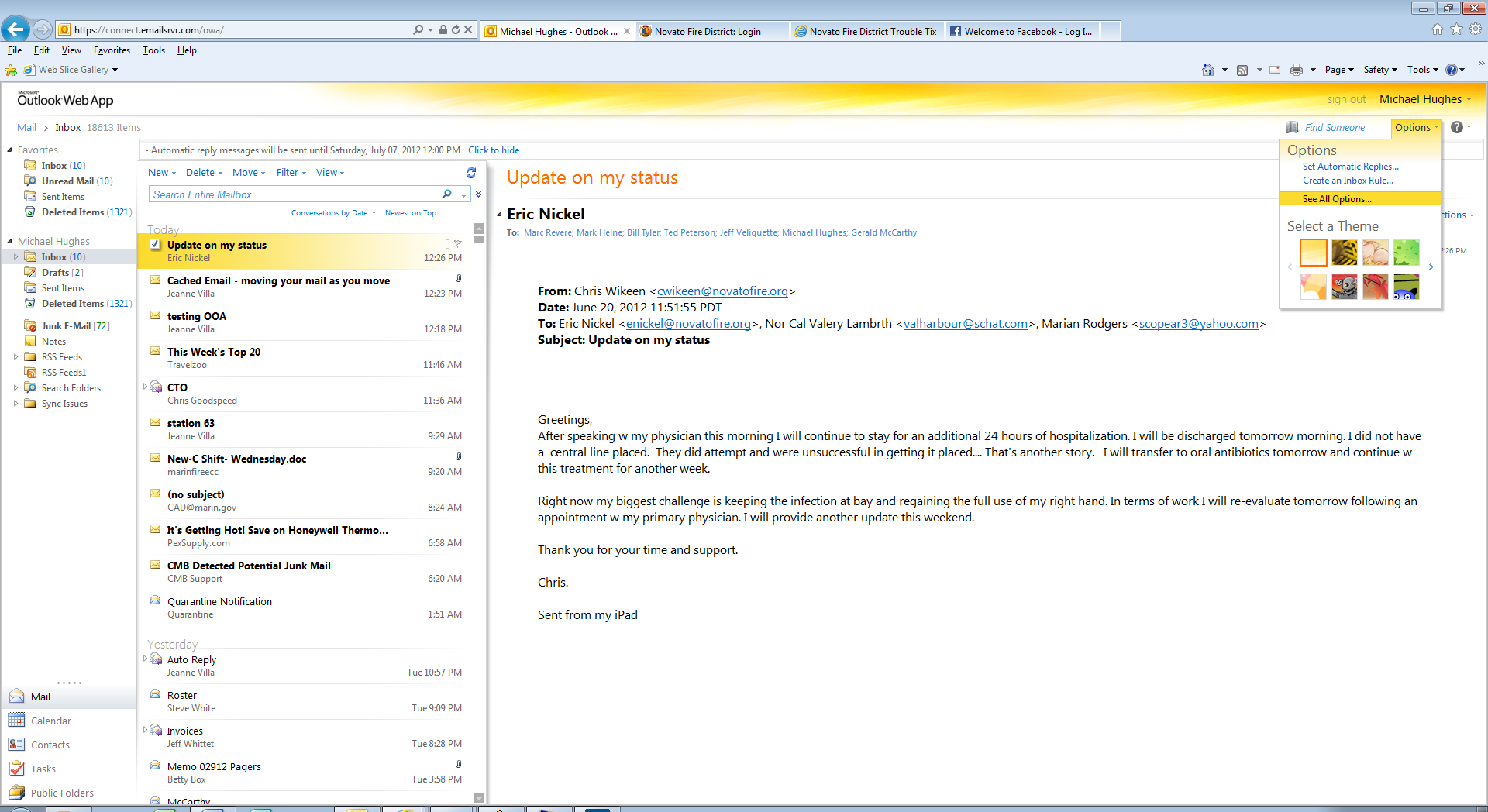
1. **Log on to the Outlook Web App**

[**https://connect.emailsrvr.com**](https://connect.emailsrvr.com)

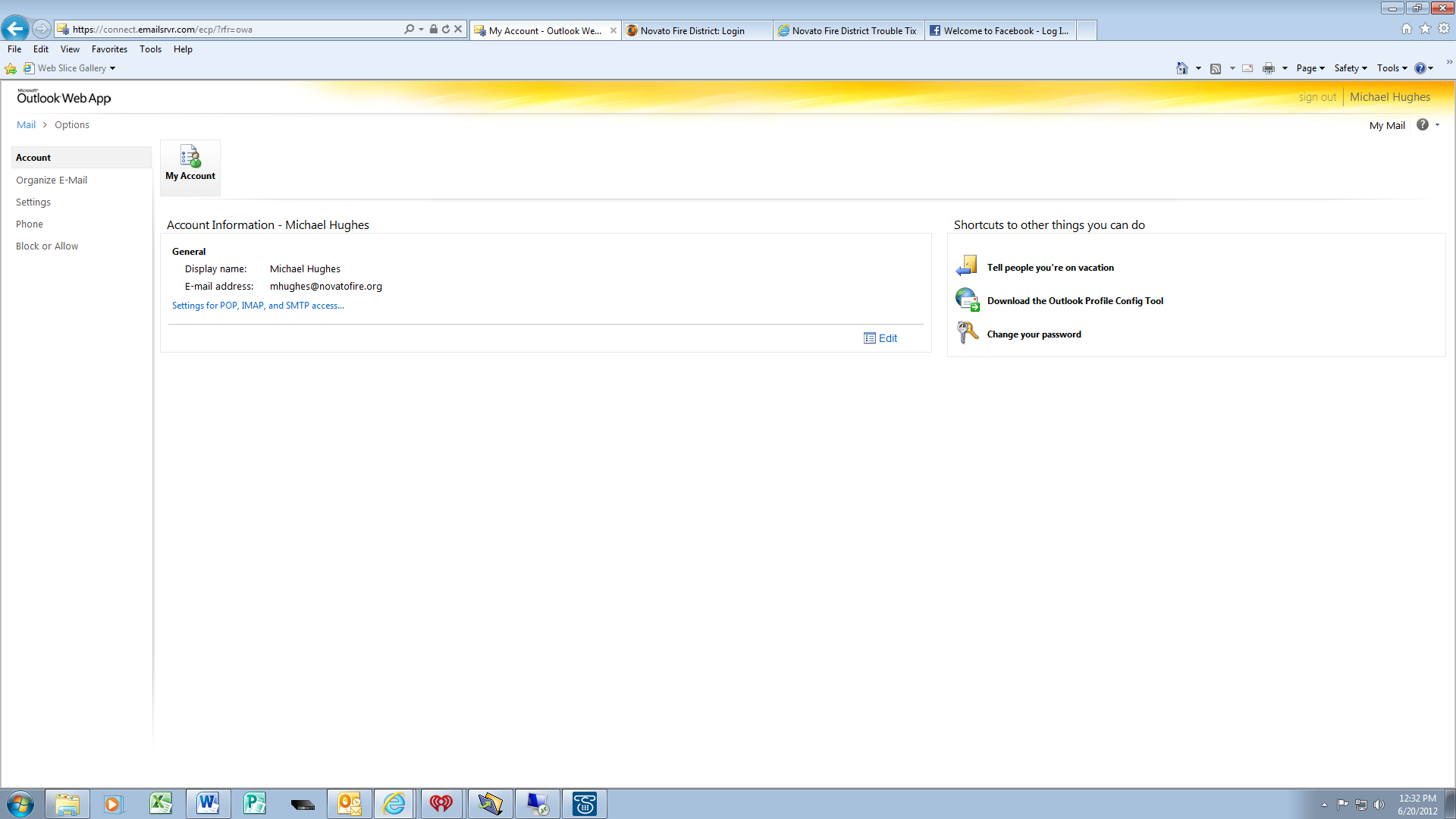
**Login with your email address and email password**



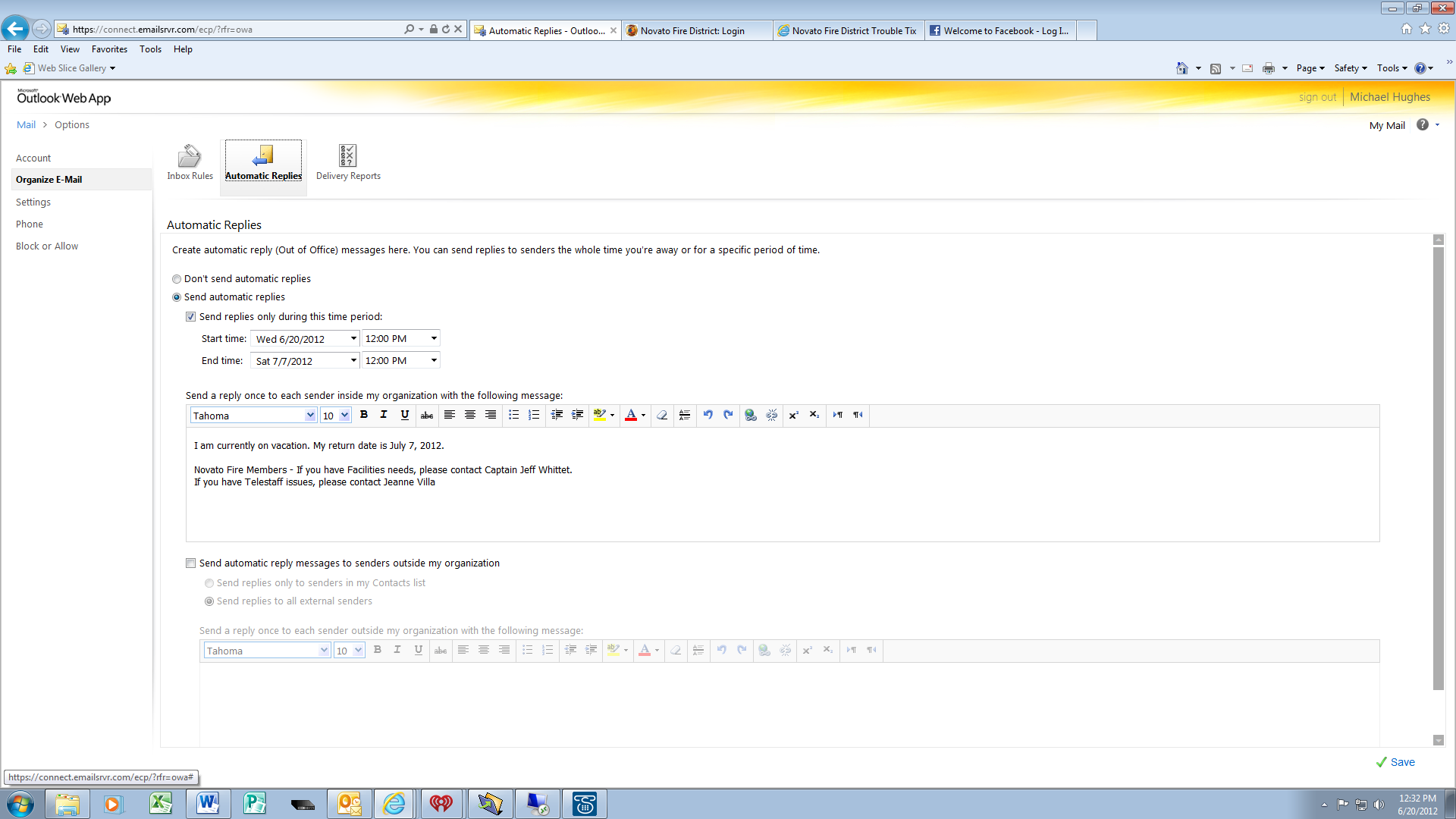
1. **Click on Options**



1. **Click on See All Options**



1. **Click on Tell People You’re on Vacation**



1. **Click on Send Automatic Replies and complete the fields and type a message.**
2. **Click on Save in the lower right.**
3. **When you return to the office, repeat steps 1-6, only choose “Don’t Send Auto Replies”, then Save.**