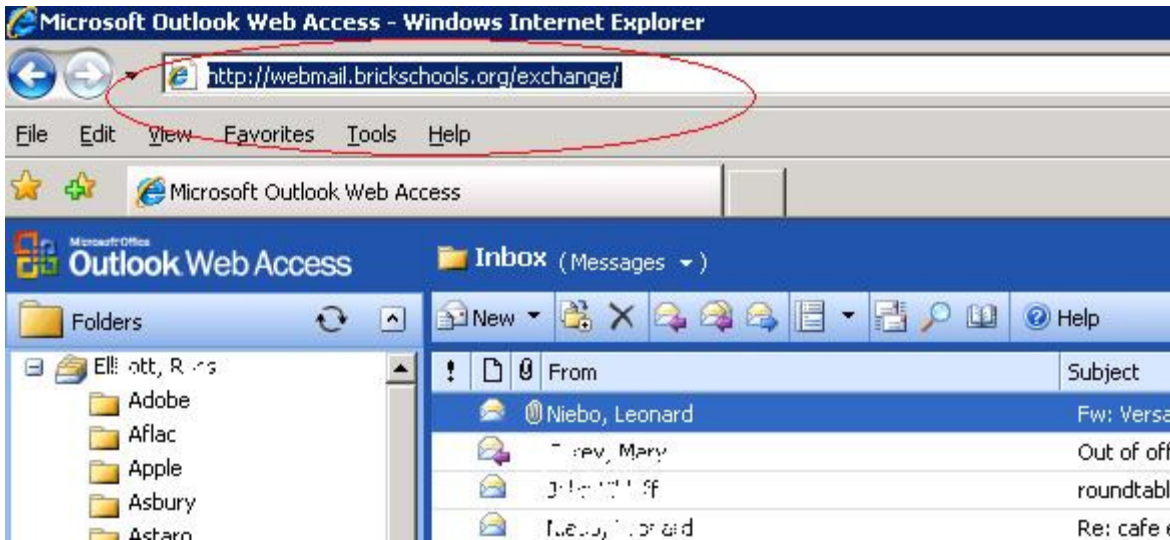


In this Self Service article we cover setting an 'Out of Office' message from Outlook Web Access (webmail). First things first we need to login to our webmail by using your favorite Internet browser and browsing to <http://webmail.brickschools.org>. When presented with the username and password field use your Microsoft credentials and enter them here. (See Below)



2. Once logged in look towards the bottom of the 'Left Pane' or the 'Menu Bar' and select the 'Options' option.

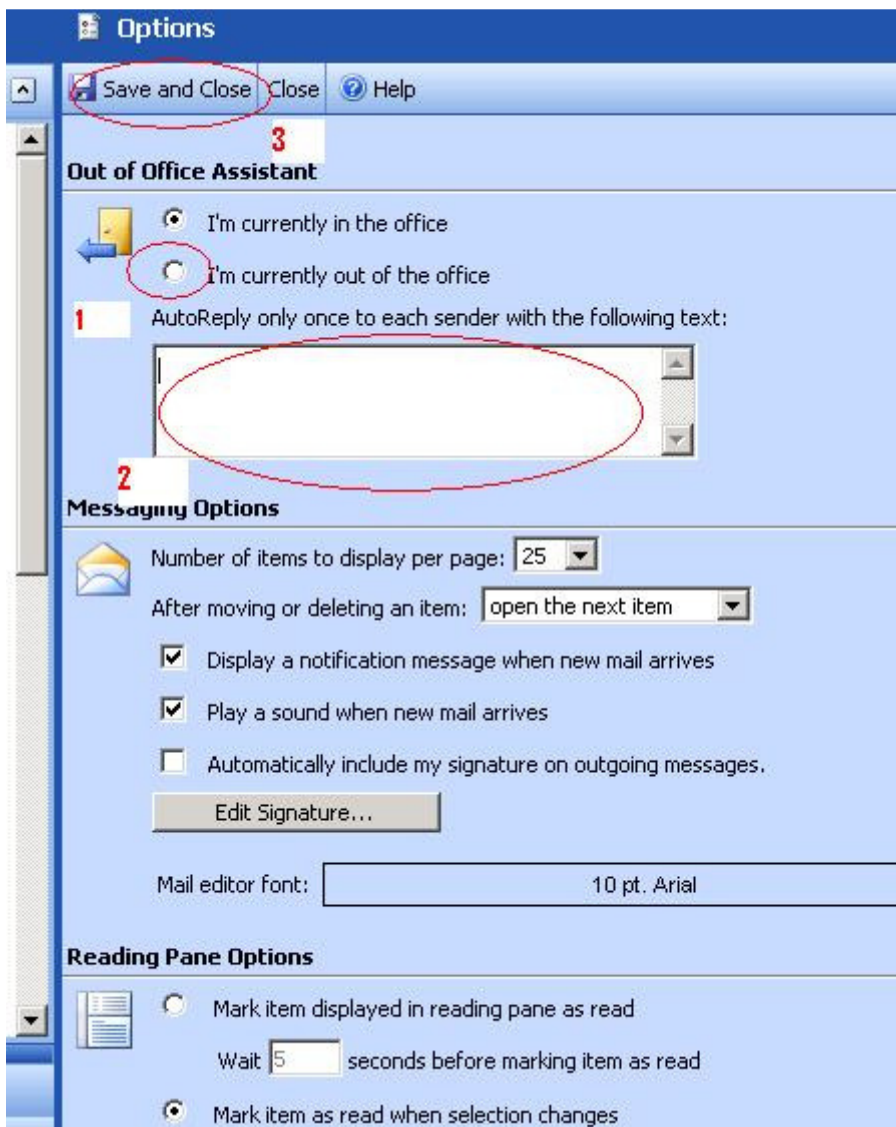


3. With this selection the 'Right Pane' or 'Content Pane' changes and displays the options that are available to you from within this application. (*Editor note: for even more options, design elements, and management features try Microsoft Outlook found on your desktop within the district*). Notice right at the top of this pane is the 'Out of Office Assistant'.

Click the option **'I'm currently out of the Office'**

In the '**AutoReply only once to each sender with the following text:**' enter the pertinent information such as the dates you are out and when you are returning. Also specify if necessary an alternate contact and the contact's info for immediate assistance.

When done click the '**Save and Close**' button.



4. I sent myself an email and you can see the resultant email that is sent right back to me. (see below)

The screenshot shows the Outlook Web Access interface. The browser address bar displays 'http://webmail.brickschools.org/exchange/'. The page title is 'Web Access'. The navigation bar includes 'Favorites', 'Tools', and 'Help'. The main content area shows the 'Inbox (Messages)' with a list of two emails:

From	Subject	Received	Size
Ellicott, Ross	Out of Office AutoReply: Wednes...	Mon 9/29/2008 9:17...	618 B
Ellicott, Ross	Wednesday meeting	Mon 9/29/2008 9:17...	635 B

The selected email is titled 'Out of Office AutoReply: Wednesday meeting' and is from 'Ellicott, Ross'. The email body contains the following text:

Out of Office AutoReply: Wednesday meeting
Ellicott, Ross
To: Ellicott, Ross
Cc:

I am currently out of the office Monday September 29, 2008 through Friday October 3, 2008. If you need immediate assistance please contact {Person B} at {this phone number} or {this email address}.

Regards,
Name.

***** Remember: this 'Out of Office' email will continue until you go back to this section and tell Outlook Webmail that you 'Are Currently in the Office!' then 'Save and Close' again. *****