

Message Center in PowerChart allows users to set an out of office message which informs others prior to sending a message to the absent employee's inbox.

Turning on Out of Office

STEP 1: Within PowerChart, navigate to **Message Center**.

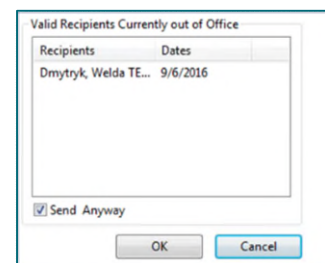
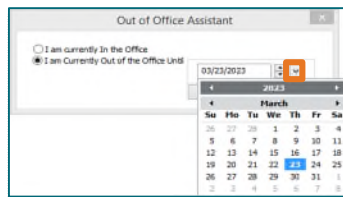
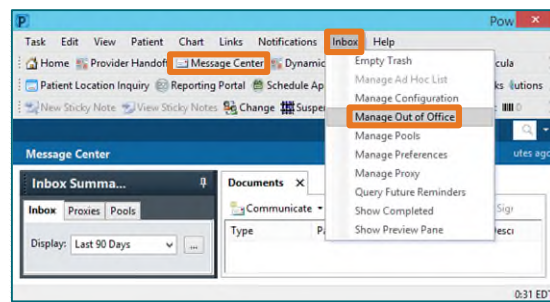
STEP 2: Select the **Inbox** menu at the top of the screen.

- Select **Manage Out of Office**.
 - Out of Office Assistant opens.

STEP 3: Select **I am Currently Out of Office Until...**

STEP 4: Use the **calendar dropdowns** to choose your return date.

- Senders are alerted you are out of office until the date selected and will have the option to send the message anyway.

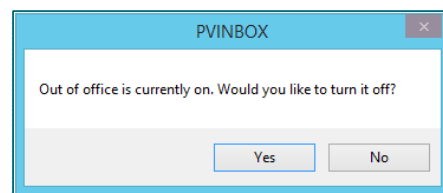


NOTE: Selecting a return date does not turn off Out of Office automatically. This needs to be done manually, as outlined below.

Turning off Out of Office

STEP 1: When you access Message Center while **Out of Office** is turned **on**, you will receive the pop-up message **Out of office is currently on. Would you like to turn it off?**

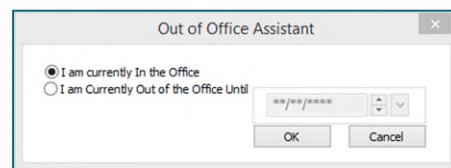
- You then have the option to turn it off (Yes) or leave it on (No).



STEP 2: To turn it off otherwise, navigate to **Message Center**.

STEP 3: Select the **Inbox** menu at the top of the screen.

- Select **Manage Out of Office**.
- The Out of Office Assistant opens.



STEP 4: Select **I am Currently in the Office** in the **Out of Office Assistant** window.