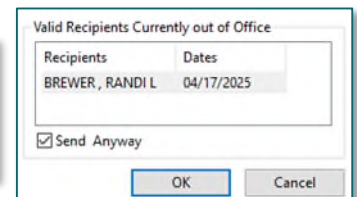
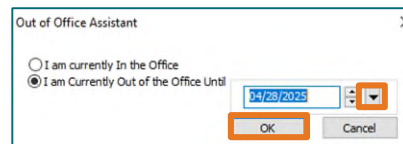
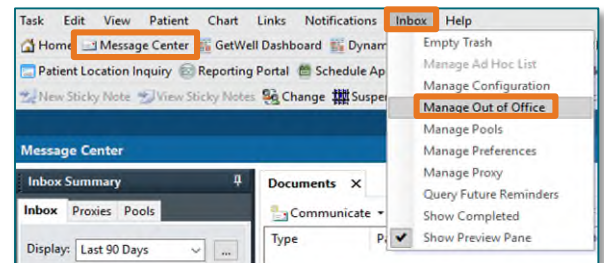


**Message Center allows users to set an out of office message which informs others prior to sending a message to the absent employee's inbox.**

### Turning on Out of Office

- STEP 1:** Navigate to **Message Center**.
- STEP 2:** Select **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.
- STEP 5:** Click OK.



**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 accessing Message Center while **Out of Office** is turned on, a pop-up window will open, **Out of office is currently on. Would you like to turn it off?**
- Turn it off (Yes) or leave it on (No).
- STEP 2:** To turn it off otherwise, navigate to **Message Center**.
- STEP 3:** Select **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**
- STEP 5:** Click OK.

