

Setting an Out of Office Message using Outlook Web Access

- Go to <https://www.southcodistributing.com/owa>
- Put your user id and password in the boxes
- Click logon
- Click Options
- In the left menu, choose Out of Office Assistant
- Click “Send Out of Office auto replies”
- Click “Send Out of Office auto-replies only during this time period”
- Designate the beginning and ending time period for your messages
- Click inside the box and type the message the way you want it to appear.
- Click “Send Out of Office auto-replies to **External Senders**”
- Click inside the box and type the message the way you want it to appear.
- Click Save at the top left of the window.
- Click the back button on your browser to return to your mail. Or click Mail in your folder list.
- By choosing the time-period for your message you will not have to remember to remove it unless you return early.