



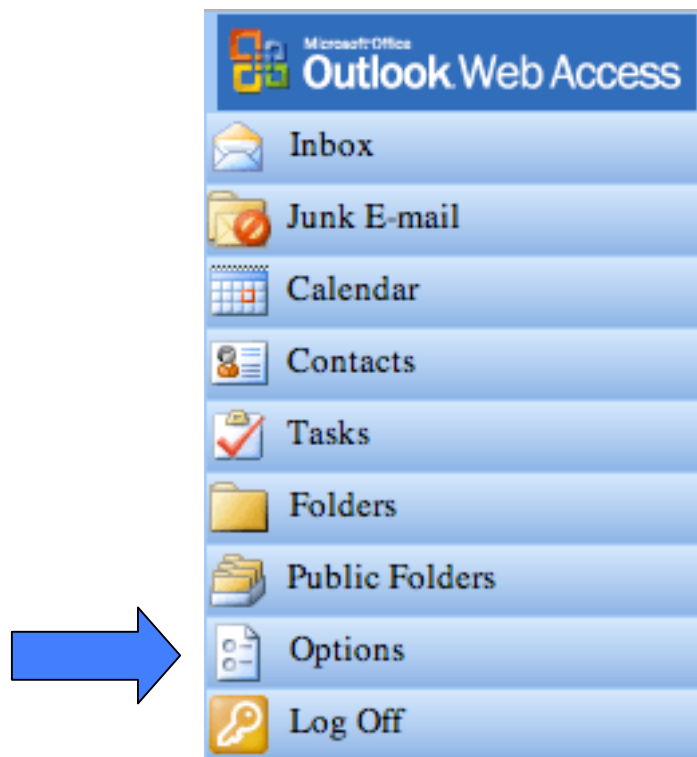
Out of Office E-mail Notifications

Step 1: Open any Internet browser (preferably Firefox or Safari) and go to Wyoming Seminary's online e-mail system, Outlook Web Access. Most of you have the following address in the bookmarks section of your browser.

<http://mail.wyomingseminary.org/exchange>


Step 2: Enter your Sem e-mail username and password to log in.

Step 3: Click the **Options** link located on the panel on the left-hand-side of the screen



Step 4: Use the **Out of Office Assistant** to set up the appropriate message.

Out of Office Assistant

 I'm currently in the office

I'm currently out of the office

AutoReply only once to each sender with the following text:

Step 5: For the changes to take affect make sure to click **Save and Close** at the absolute top of the window.

