

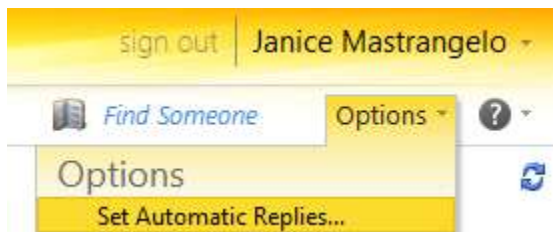
## Out of Office Repys

Log into OWA

<https://exchange.socccd.edu>

Put your full email address in for the user.

After the email launches, go to the upper right corner and select Options, Set Automatic Replies



Set your dates for when you want the reply to begin. You have the option of sending a different response to outside the college as well

### Automatic Replies

Create automatic reply (Out of Office) messages here. You can :

Don't send automatic replies

Send automatic replies

Send replies only during this time period:

Start time:

End time:

When you have finished with entering your messages,

Go to the lower right of the screen and select SAVE

