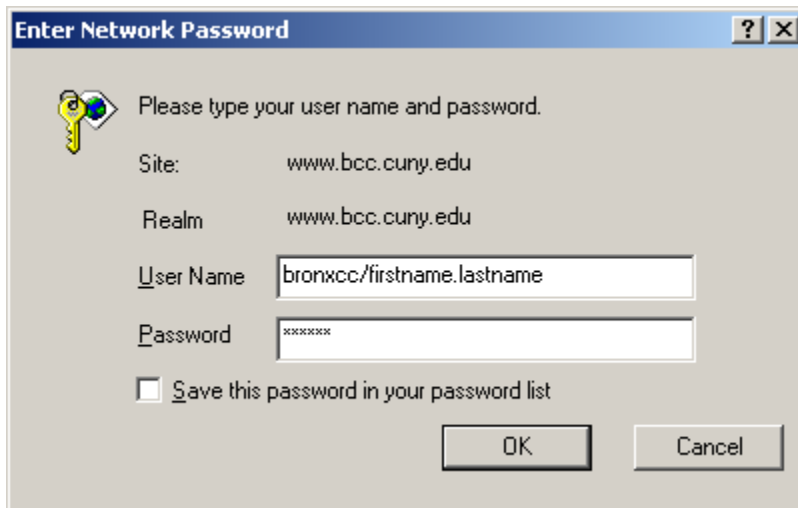
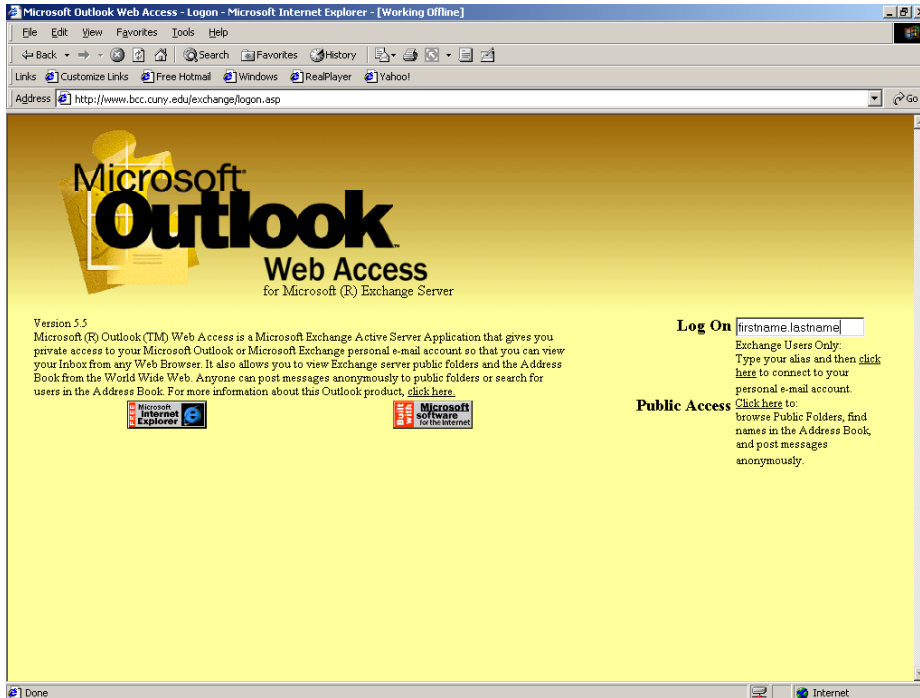
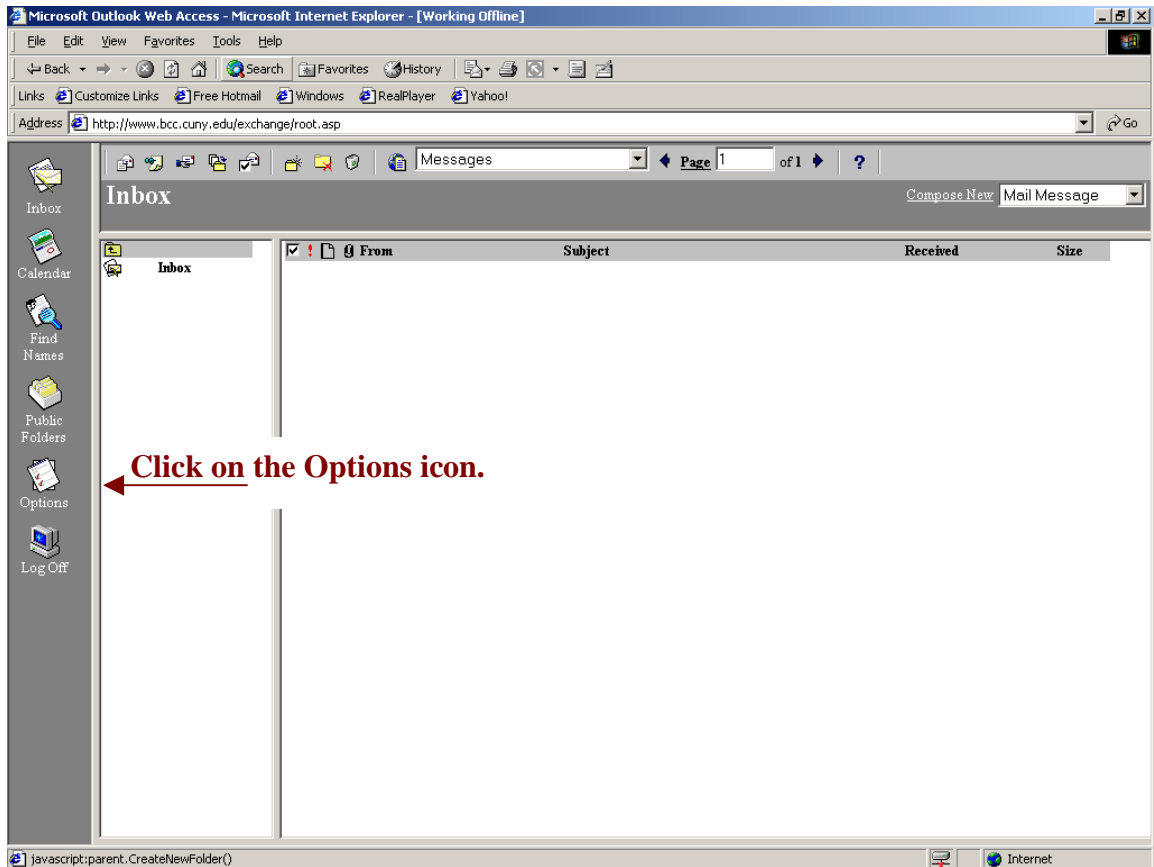


# Setting Up an Out of Office Message

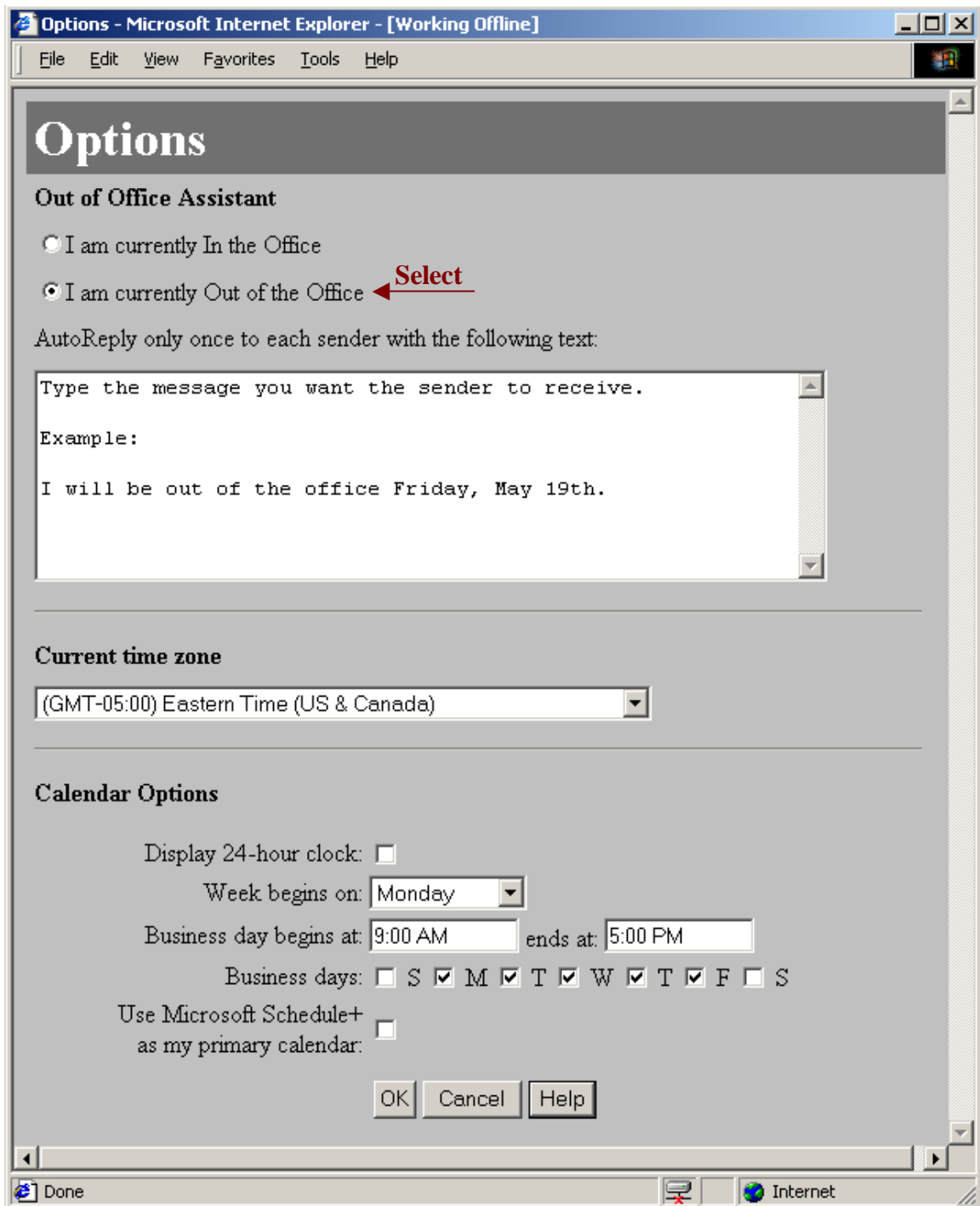
1. Log on to your BCC email account using Outlook Web Access (OWA).
  - a. Open your browser (Internet Explorer, Netscape)
  - b. Go to [www.bcc.cuny.edu/exchange](http://www.bcc.cuny.edu/exchange)
  - c. Log in



2. Once you are logged in, click on the **OPTIONS** icon located on the left side of your window.



3. Select **I AM CURRENTLY OUT OF THE OFFICE**. In the message box, type the message you want the sender to receive when he/she sends you an email.



4. Click **OK**.  
*The sender will now receive your Out of Office message when he/she sends you an email.*
5. Once you return to your office, remember to select **I AM CURRENTLY IN THE OFFICE**.