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

Click on the Options icon.
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.

![Options](image)

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**.