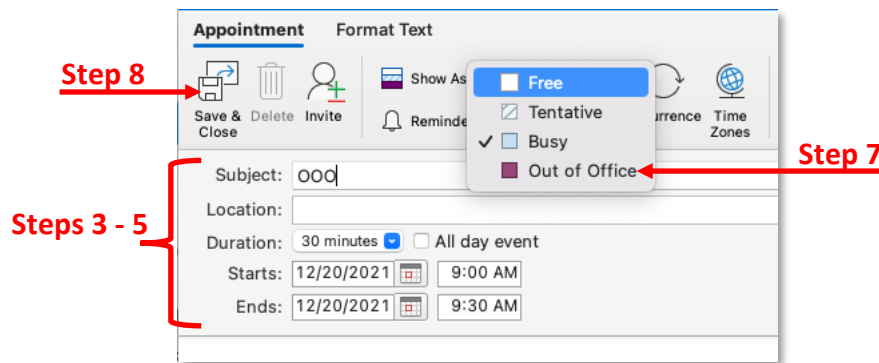
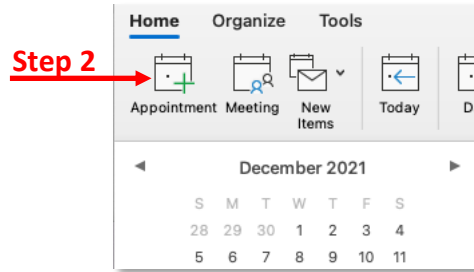


Creating Out of Office Appointment on your Calendar

1. Access your calendar via the Microsoft Outlook app.
2. Click **Appointment**.
3. Type a subject.
4. Select the duration.
5. Adjust the starts and ends times.
6. Click the *Show As* down arrow.
7. Select **Out of Office**.
8. Click **Save & Close**.



9. Confirm your *Out of Office* appointment is set for the right date and time.
10. Confirm it is labeled as *Out of Office* by looking for a purple vertical line next to the appointment.

