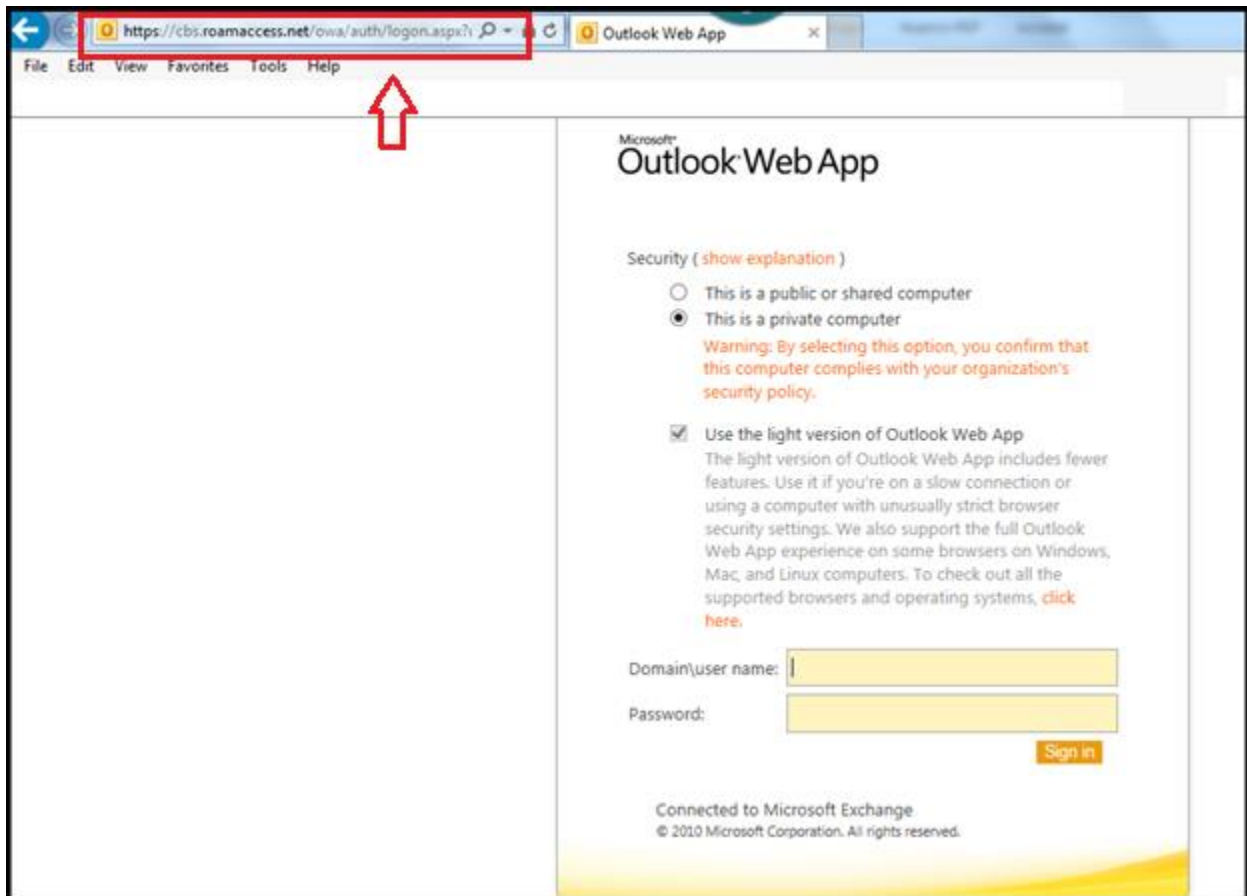


Out Of Office Notification Configuration 6 Steps

Step 1:

Open **Internet Explorer**.

Type <https://cbs.roamaccess.net/owa> for accessing web application email.

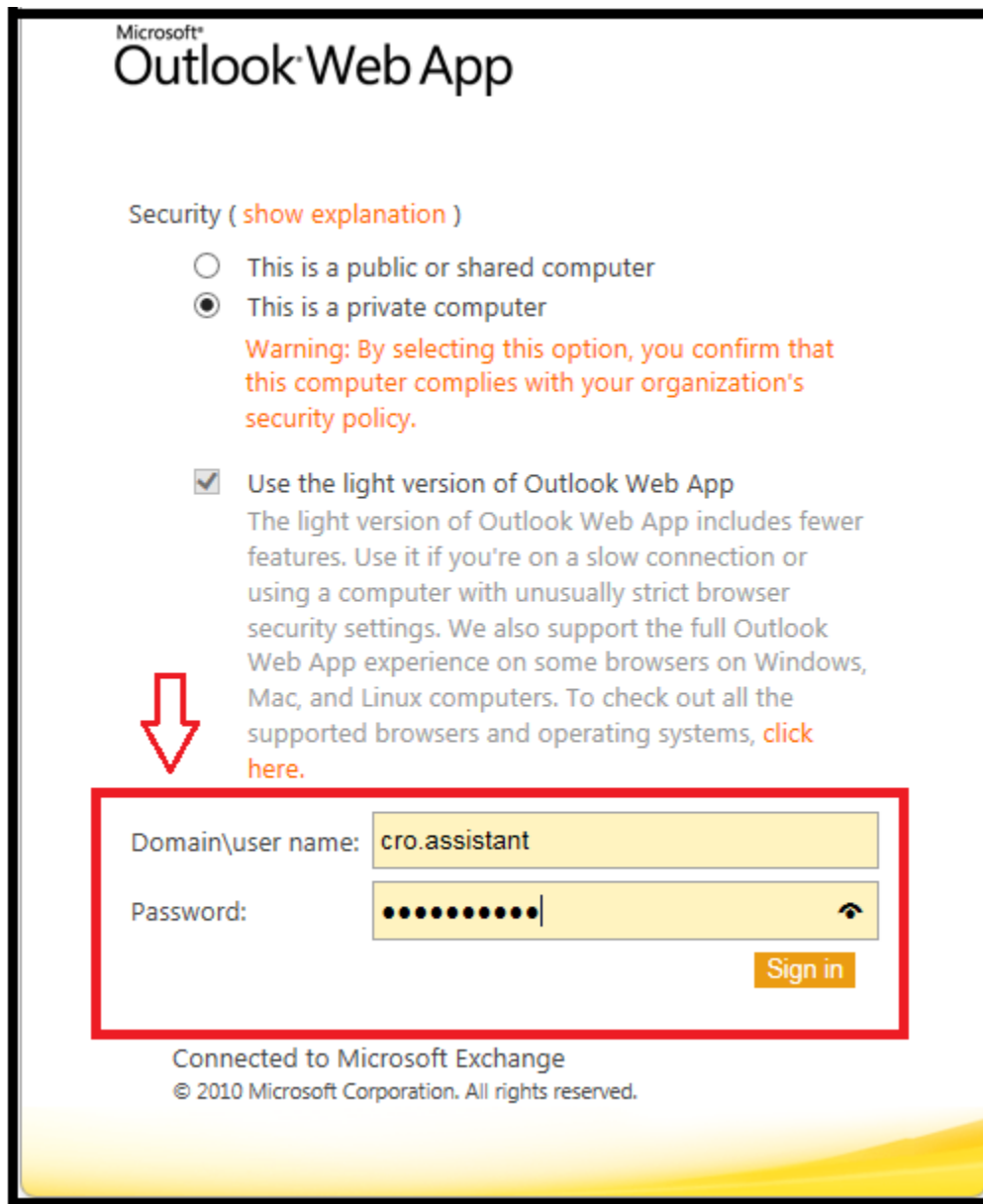


Step 2:

Type **username** as email address without domain name (Eg: cro.assistant)

Type email address password in **password** field.

Then **"Sign In"**



Microsoft®
Outlook® Web App

Security ([show explanation](#))

- ☐ This is a public or shared computer
- ☒ This is a private computer

Warning: By selecting this option, you confirm that this computer complies with your organization's security policy.

☒ Use the light version of Outlook Web App
The light version of Outlook Web App includes fewer features. Use it if you're on a slow connection or using a computer with unusually strict browser security settings. We also support the full Outlook Web App experience on some browsers on Windows, Mac, and Linux computers. To check out all the supported browsers and operating systems, [click here](#).

↓

Domain\user name:

Password:

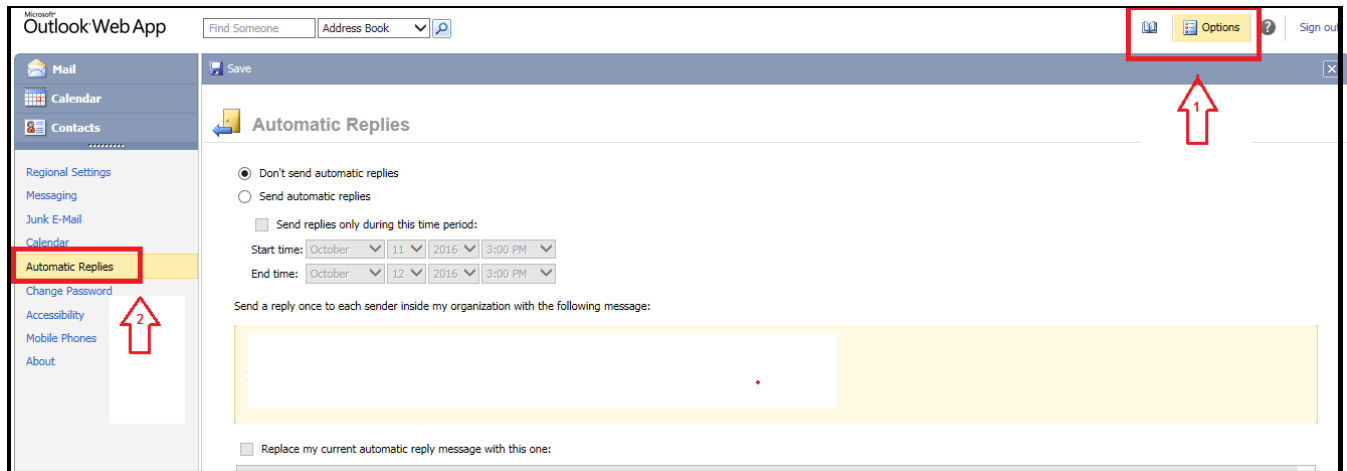
[Sign in](#)

Connected to Microsoft Exchange
© 2010 Microsoft Corporation. All rights reserved.

Step 3:

Click **"Option"**

Select **"Automatic Replies"**



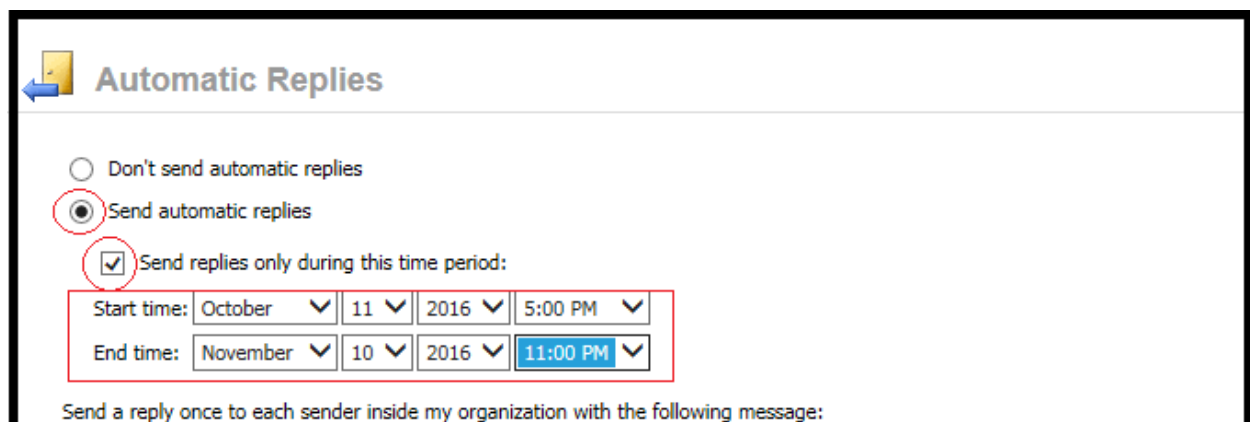
Step 4:

Select **"Send Automatic Reply"**

Select **"Send replies only during this time period"**


Type **"Start Date & Time"**

Type **"End Date & Time"**



Step 5:

Type standard email template (Storage Cetner) in **"Send a reply once to each sender inside my organization with the following message:"**

 **Automatic Replies**

☐ Don't send automatic replies

☒ Send automatic replies

☒ Send replies only during this time period:

Start time: October 11 2016 5:00 PM

End time: November 10 2016 11:00 PM

Send a reply once to each sender inside my organization with the following message:

☒ Replace my current automatic reply message with this one:

Dear Sender,

I am currently on annual leave and shall return to office by DD.MM.YYYY.

For inquiries, please contact my colleague Firstname_LastName at EmailAddress Direct +971 4 404 0000

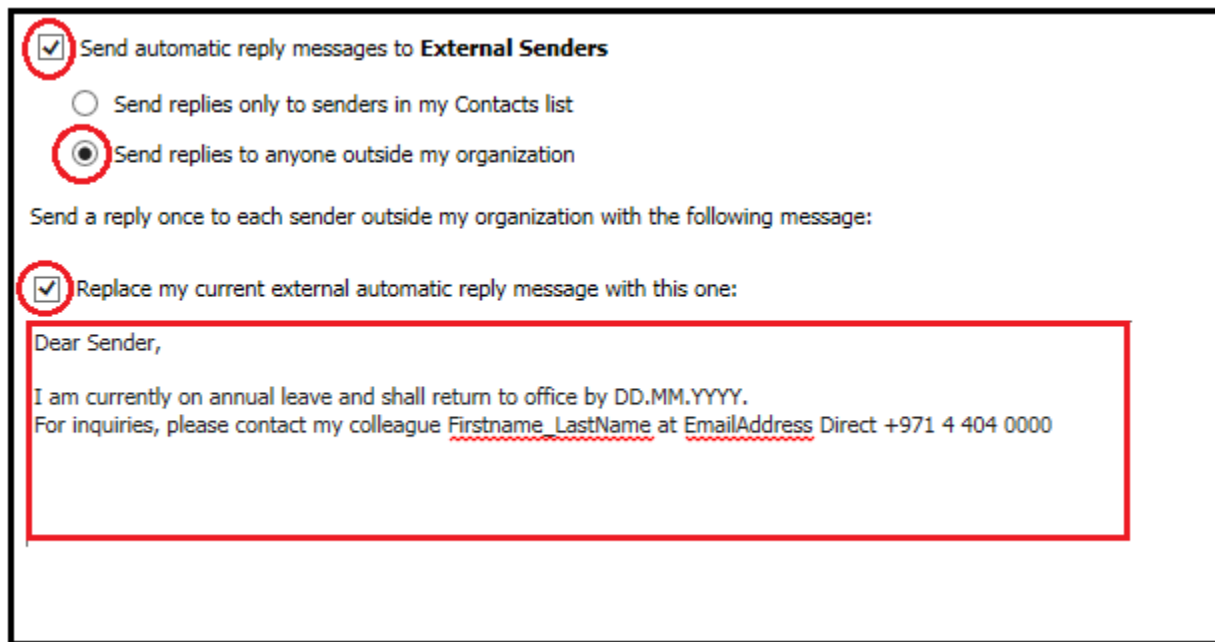
Step 6:

Select **"Send Automatic reply messages to External Senders"**

Select **"Send replies anyone outside my organization"**

Type standard email template (Storage Cetner) in **"Send a reply once to each sender outside my organization with the following message:"**

Then **"Save"** 



☒ Send automatic reply messages to **External Senders**

☐ Send replies only to senders in my Contacts list

☒ Send replies to anyone outside my organization

Send a reply once to each sender outside my organization with the following message:

☒ Replace my current external automatic reply message with this one:

Dear Sender,

I am currently on annual leave and shall return to office by DD.MM.YYYY.

For inquiries, please contact my colleague Firstname_LastName at EmailAddress Direct +971 4 404 0000

Note:

Notification will automatically deactivate based on **"End date"**.