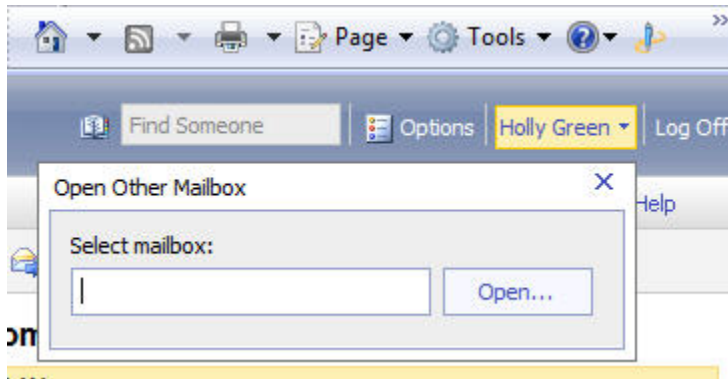


Set an Out of Office Message for Another Mailbox

If you check a second Exchange mailbox through your Outlook profile, you cannot set an Out of Office message for that additional mailbox in your Outlook profile. The easiest way to set an Out of Office Message for a second mailbox is to do it through Outlook Web Access.



1. Log into [Outlook Web Access](#).
2. Click on your name in the top right corner.
3. In the *Select mailbox box*, type the name of the mailbox, and click **Open**.
4. Click on the **Options** button at the top right corner.
5. Click on the **Out of Office Assistant** link on the left side of the screen.
6. Set the out of office message and click **Save**.

Related Articles

[Outlook Web Access](#)

[Add another McCombs mailbox to Outlook](#)