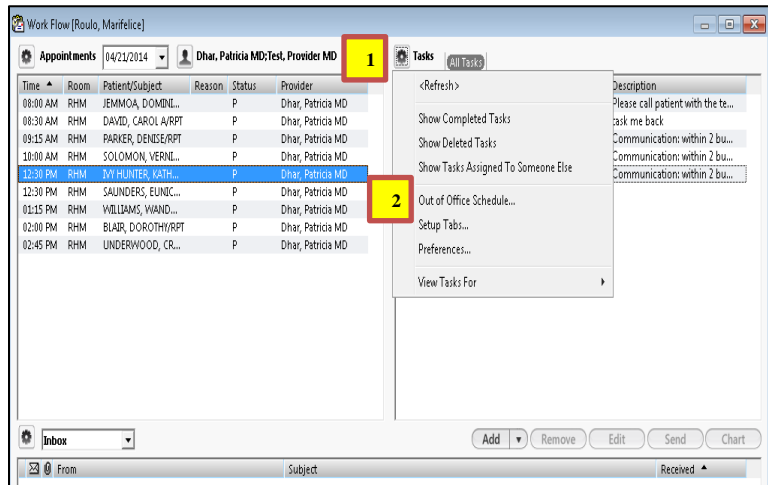**Inbox Tasks-Setting "Out of Office" Options**

*While in the Inbox…….*

1.  Click on the Button next to Tasks
2.  Select Out of Office Schedule… from list



3.  Select the delegate name from the list
4.  Click **Add**>> under the appropriate section
5.  Click **OK**