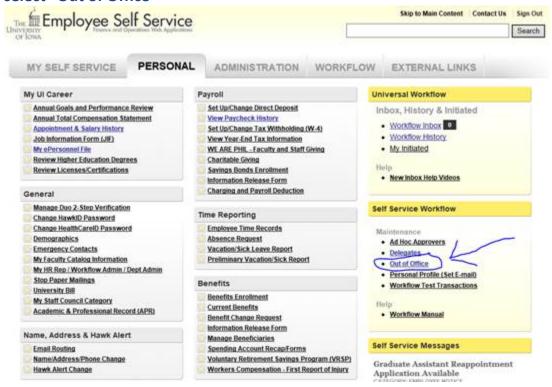## HOW TO TURN ON YOUR OUT OF OFFICE ASSISTANT (Sending Instructions to DEO's):

**Logon to self-service. Under Personal tab, in the Self Service Workflow box, select "Out of Office"**



**Next you should get this screen. Search for the name, the date range you desire, and then you should be all set.**