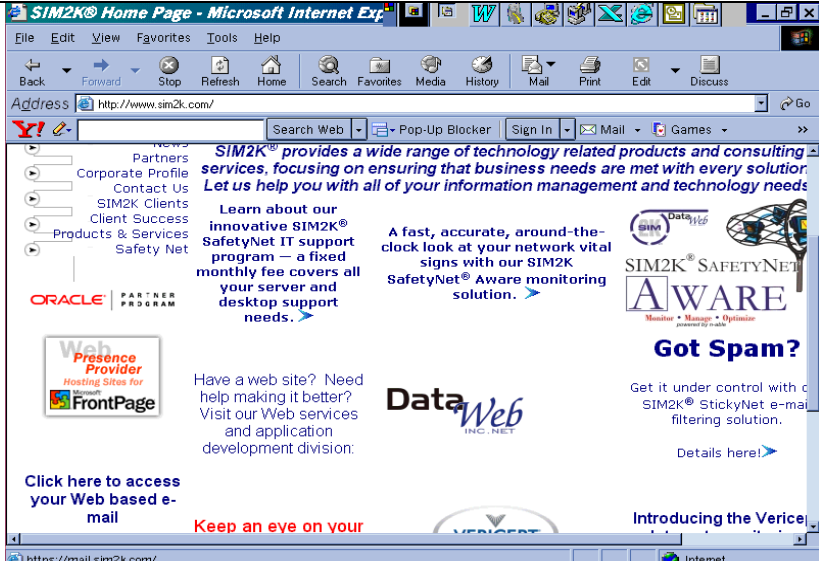
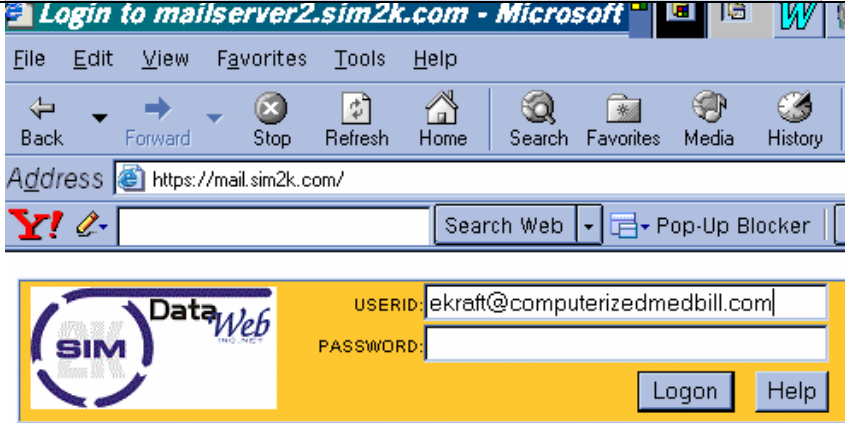
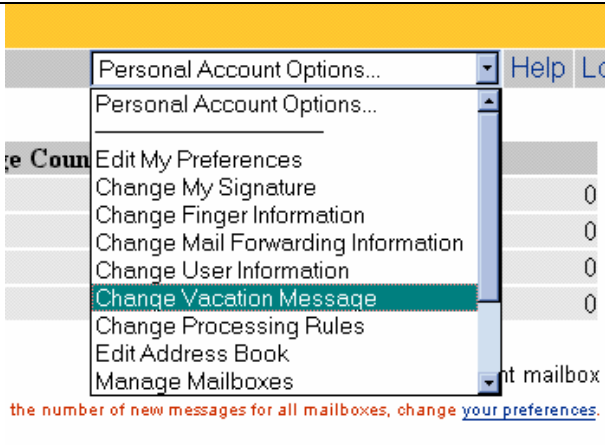
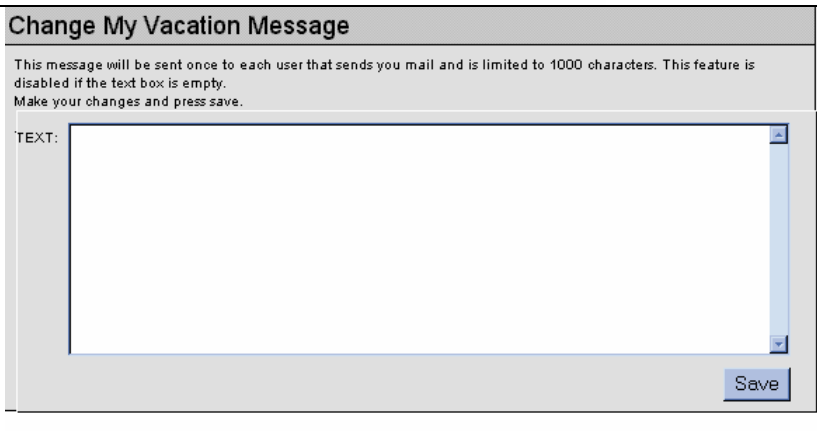


<b>Title:</b>	<b>Setting up vacation message in Outlook</b>
<b>Client:</b>	GSHCC
<b>Code:</b>	
<b>Platform:</b>	
<b>Updated:</b>	<b>March 30, 2004</b>

Step	Description	Illustrations
1.	Open your Internet Explorer and go to <a href="http://www.datawebinc.net">www.datawebinc.net</a> or <a href="http://www.sim2k.com">www.sim2k.com</a> .	
2.	Click on "Click here to access your web based email"	 <p>The screenshot shows the SIM2K Home Page in Microsoft Internet Explorer. The address bar displays 'http://www.sim2k.com/'. The page content includes a navigation menu on the left with items like 'Partners', 'Corporate Profile', 'Contact Us', 'SIM2K Clients', 'Client Success', 'Products &amp; Services', and 'Safety Net'. The main content area features several promotional banners: 'SIM2K provides a wide range of technology related products and consulting services...', 'Learn about our innovative SIM2K SafetyNet IT support program...', 'A fast, accurate, around-the-clock look at your network vital signs with our SIM2K SafetyNet Aware monitoring solution.', 'Web Presence Provider Hosting Sites for Microsoft FrontPage', 'DataWeb INC. NET', and 'SIM2K SAFETYNET AWARE'. At the bottom, there is a link that says 'Click here to access your Web based e-mail'.</p>
3.	Enter your used id and password (ex: mmartz@datawebinc.net)	 <p>The screenshot shows the login page for 'mailserver2.sim2k.com' in Microsoft Internet Explorer. The address bar displays 'https://mail.sim2k.com/'. The page has a yellow background and features the DataWeb logo on the left. On the right, there are two input fields: 'USERID:' with the text 'ekraft@computerizedmedbill.com' entered, and 'PASSWORD:'. Below the input fields are two buttons: 'Logon' and 'Help'.</p>

<p>4.</p>	<p>Click the “Personal Account Options” drop down and select “Change Vacation Message”.</p>	 <p>A screenshot of a web interface. At the top, there is a yellow header bar. Below it, a dropdown menu is open, showing a list of options: 'Personal Account Options...', 'Edit My Preferences', 'Change My Signature', 'Change Finger Information', 'Change Mail Forwarding Information', 'Change User Information', 'Change Vacation Message' (highlighted in green), 'Change Processing Rules', 'Edit Address Book', and 'Manage Mailboxes'. To the right of the dropdown, there are some partially visible elements like 'Help' and 'Lo'. Below the dropdown, there is a red text link: 'the number of new messages for all mailboxes, change your preferences.'</p>
<p>5.</p>	<p>Type your vacation message in the text box. When you are finished click the “Save” button.</p>	 <p>A screenshot of a web form titled 'Change My Vacation Message'. The form has a grey header with the title. Below the header, there is a paragraph of text: 'This message will be sent once to each user that sends you mail and is limited to 1000 characters. This feature is disabled if the text box is empty. Make your changes and press save.' Below this text is a large text input field with a vertical scrollbar on the right side. At the bottom right of the form is a blue 'Save' button.</p>
<p>6.</p>	<p>Your vacation message will remain active until such time as you delete it. When deleting it you will follow the same procedure. Highlight the message, delete it and click the “Save” button and then exit Internet Explorer</p>	<p></p>