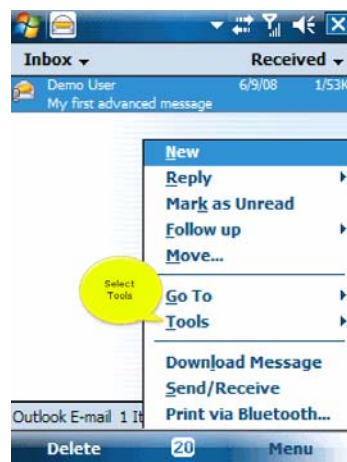
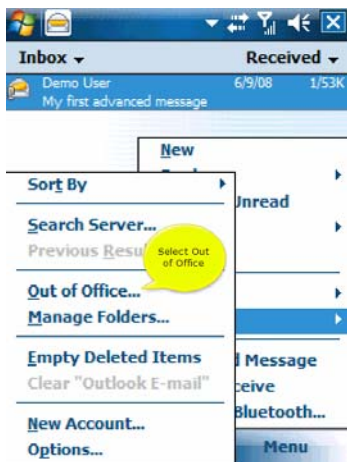


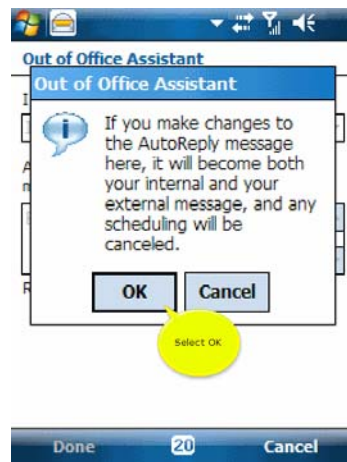
Select Menu



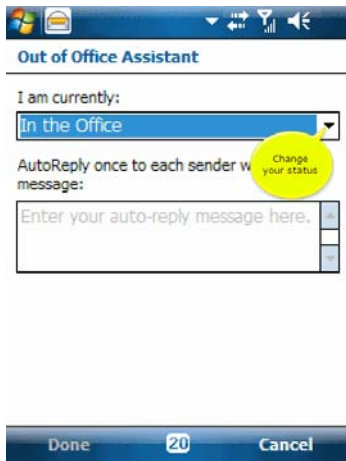
Select Tools



Select Out of Office



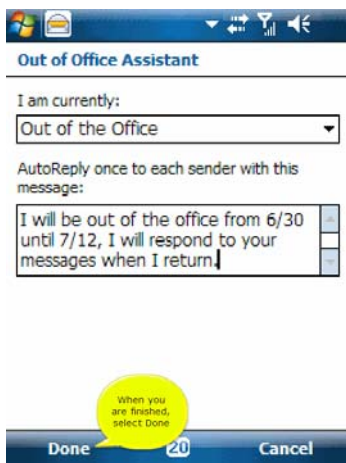
Select OK



Change your status



Select Out of the Office



When you are finished, select Done