


Outlook: Set a Working Elsewhere Status

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 The instruction below guide you on how to set up the Working Elsewhere Status in Outlook.

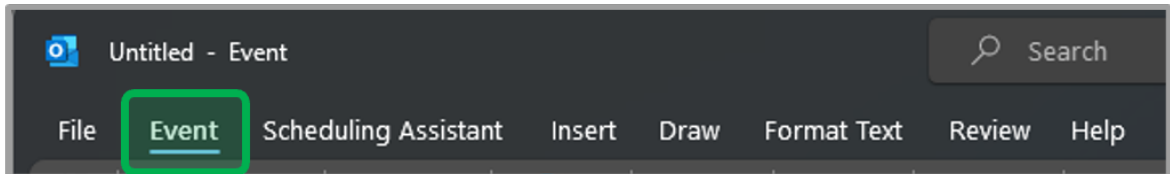
1

Open Outlook and select the **Calendar** icon.



2

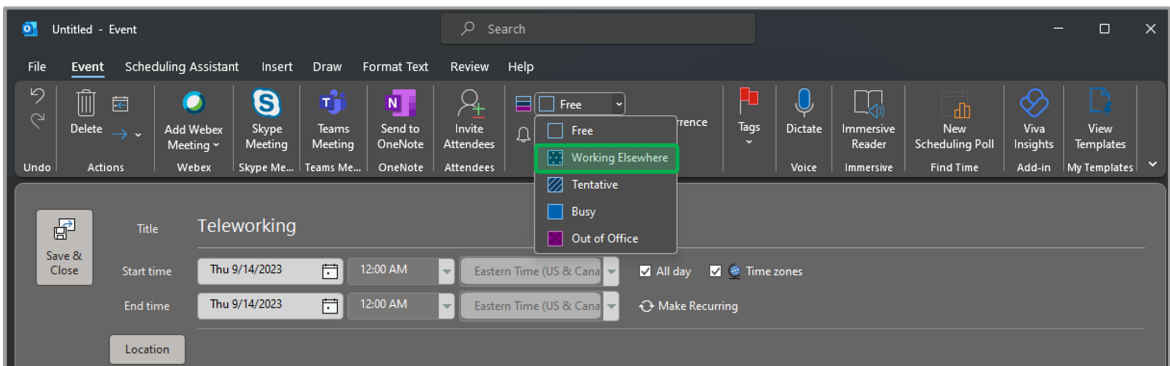
Click on the **Event** tab to create a new, all-day appointment titled **Teleworking**.



3


In the status drop-down, choose **Working Elsewhere**.

 This can be created as a recurring event if the Telework Days are always the same.



4

Click **Save and Close** and Teleworking will appear on that day, with the day marked in dots to signify **Working Elsewhere**.

 If this is created as a recurring event, each Telework day will appear the same.

8 AM		9 AM		10 AM		11 AM		12 PM		1 PM		2 PM		3 PM	
Teleworking															