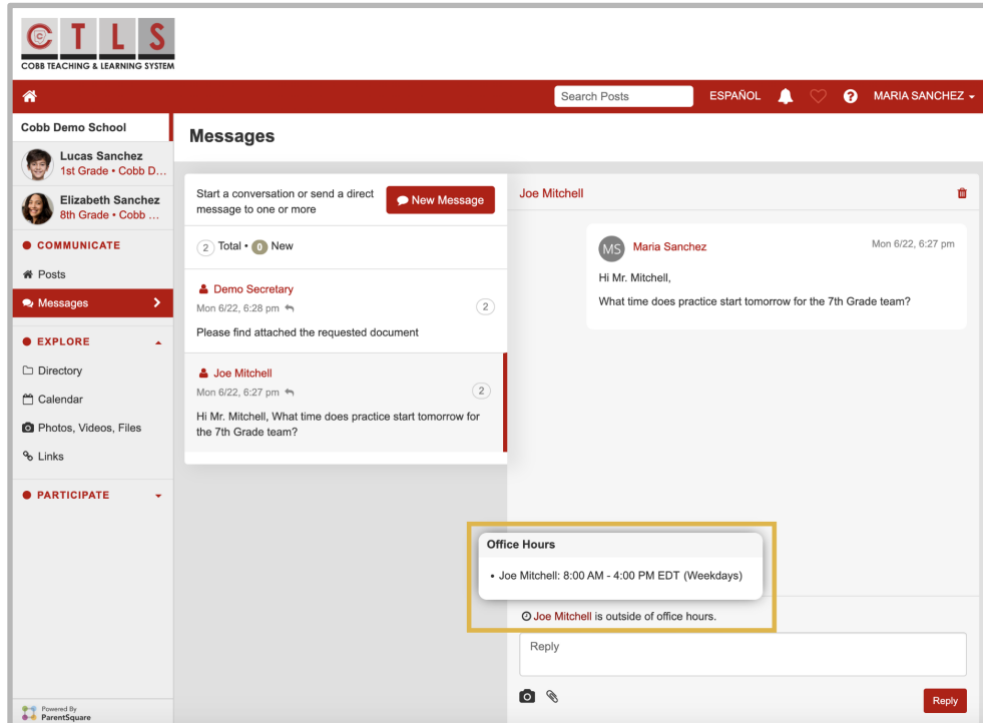


How To Send a Direct Message with Office Hours Enabled-Website

1. Create a Direct Message. When selecting staff that have Office Hours enabled, you may see a note that "recipient(s) is outside of office hours." Hover over message to see pop-up with names and office hours for each person that is not available.



2. If you continue with your message, you will see a warning, "Some Recipients are Unavailable", a list of names, and "...are currently out of office and may not respond."

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3. Click **Yes** to send anyway, or **No** to not send at this time.

