

From the Office of Clinical Informatics Cerner Millennium Message Center – Out of Office

View Patient Chart Links Notifications Inbox Help

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Out of Office A

March 23, 2023

Message Center in PowerChart allows users to set an out of office message which informs others prior to sending a message to the absent employee's inbox.

Turning on Out of Office

- **<u>STEP 1</u>**: Within PowerChart, navigate to **Message Center**.
- **<u>STEP 2</u>**: Select the **Inbox** menu at the top of the screen.
 - Select Manage Out of Office.
 - Out of Office Assistant opens.
- **<u>STEP 3</u>**: Select I am Currently Out of Office Until...
- **<u>STEP 4</u>**: Use the **calendar dropdowns** to choose your return date.
 - Senders are alerted you are out of office until the date selected and will have the option to send the message anyway.



Turning off Out of Office

- <u>STEP 1</u>: When you access Message Center while **Out of Office** is turned **on**, you will receive the pop-up message **Out of office is currently on. Would you like to turn it off?**
 - You then have the option to turn it off (Yes) or leave it on (No).
- **<u>STEP 2</u>**: To turn it off otherwise, navigate to **Message Center**.
- **<u>STEP 3</u>**: Select the **Inbox** menu at the top of the screen.
 - Select Manage Out of Office.
 - The Out of Office Assistant opens.
- **<u>STEP 4</u>**: Select I am **Currently in the Office** in the **Out of Office Assistant** window.

For questions regarding process and/or policies, please contact your unit's Clinical Educator or Clinical Informaticist. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.

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Out of office is currently on	. Would you like to	o turn it off?	
	Yes	No	

Out of Office A	Assistant	
● I am currently In the Office ○ I am Currently Out of the Office Until	**/**/****	* V
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