



INFORMATION TECHNOLOGY

USER SUPPORT SERVICES

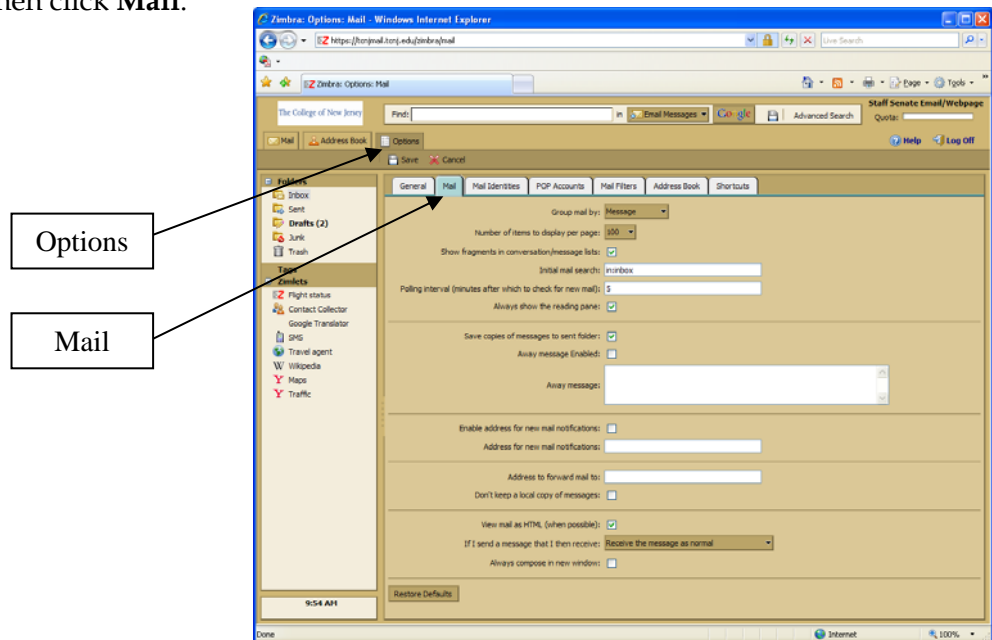
CREATE A VACATION MESSAGE

Create a Vacation Message

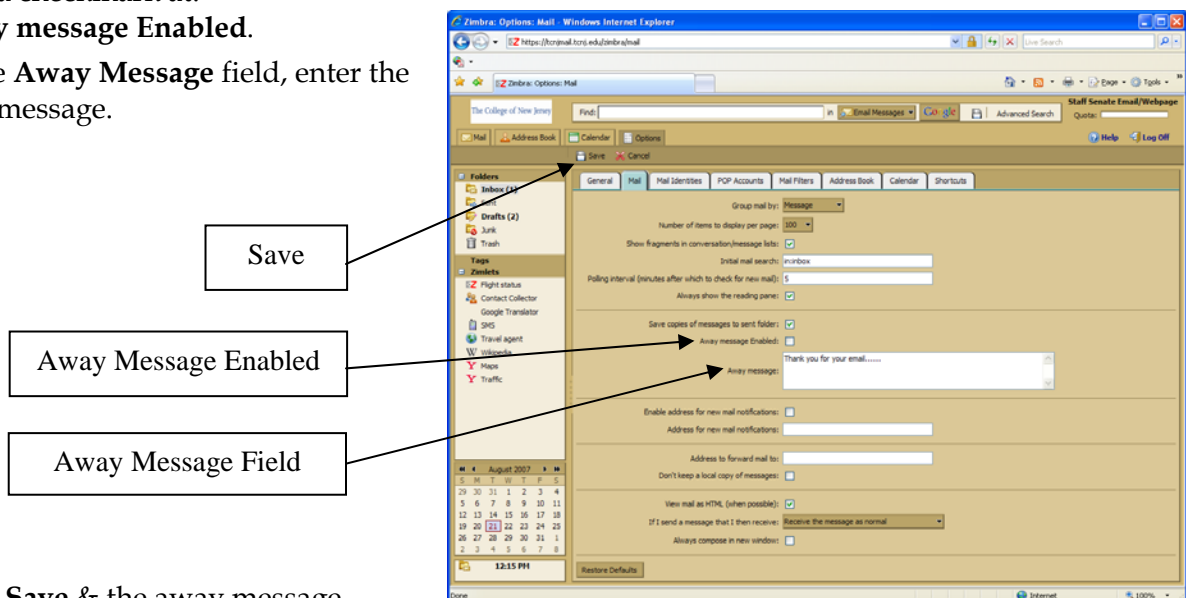
This feature is also known as an Out-of-Office or Auto-Reply message. You can set an **Away Message** that automatically replies to people who send you messages when you are out of the office for an extended period of time. The message is sent to each recipient only once, regardless of how many messages that person sends you during your designated away period.

To set a vacation message:

1. Click **Options** and then click **Mail**.



2. Add a checkmark at:
Away message Enabled.
3. In the **Away Message** field, enter the auto message.



4. Click **Save** & the away message feature is enabled immediately.
5. If **Save** is not selected, you will be prompted to save your changes when another tab is selected. (**Mail, Address Book**)
6. Remember to turn off your **Away Message** when you return.