Information Services – Technical Support

Help Sheet: Setting an E-mail Vacation Message

Introduction

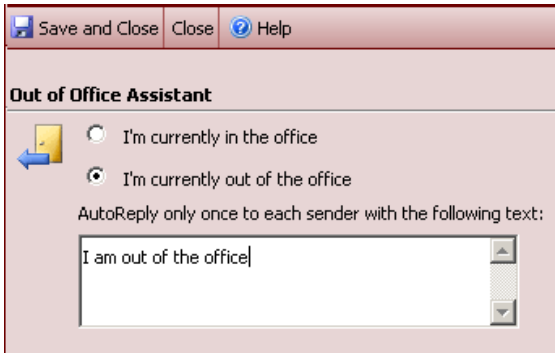
When you're out of the office or away from home, you don't want to leave your friends and associates wondering why you haven't responded to their e-mail messages. That might result in bad feelings or missed opportunities. By using your University of Portland e-mail account, you can easily set up an automated reply to messages you receive while you're gone.

Steps

Note: The steps for setting an e-mail vacation message will vary slightly depending on if you access your messages through webmail.up.edu or if you use the full Outlook 2007 client.

Using webmail.up.edu

1. After logging into your e-mail page, click on the options tab in the lower left corner of the window.
2. With the options window open, type your away message in the text box below the Out of Office Assistant section.
3. Click the "**I'm currently out of the office**" option.
4. Click the Save and Close button at the top of the window.

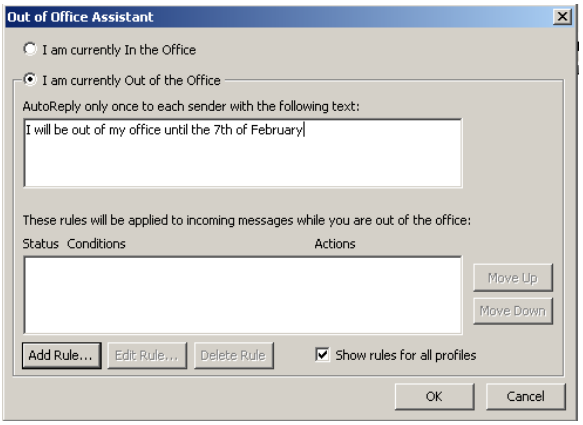


5. Congratulations, you are now set up with an e-mail vacation message

6. When you want to remove the automatic reply message just go back into the Options, set the Out of Office Assistant as "**I'm currently in the office**" and click Save and Close.

Using Outlook 2007

1. With Outlook 2007 open click on the **Tools** tab, then select Out of Office Assistant.
2. A box entitled Out of Office Assistant will pop up where you can edit your vacation message.
3. Type the message you want to have in the first text box and click the **"I am currently Out of the Office**" radial button to turn the vacation message on.
4. Click the "**OK**" button and your vacation message will be set.



5. When you return and want to turn off vacation message go back into the Out of Office Assistant and check "**I am currently In the Office**" then the "**OK**" button.

End Help Sheet

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