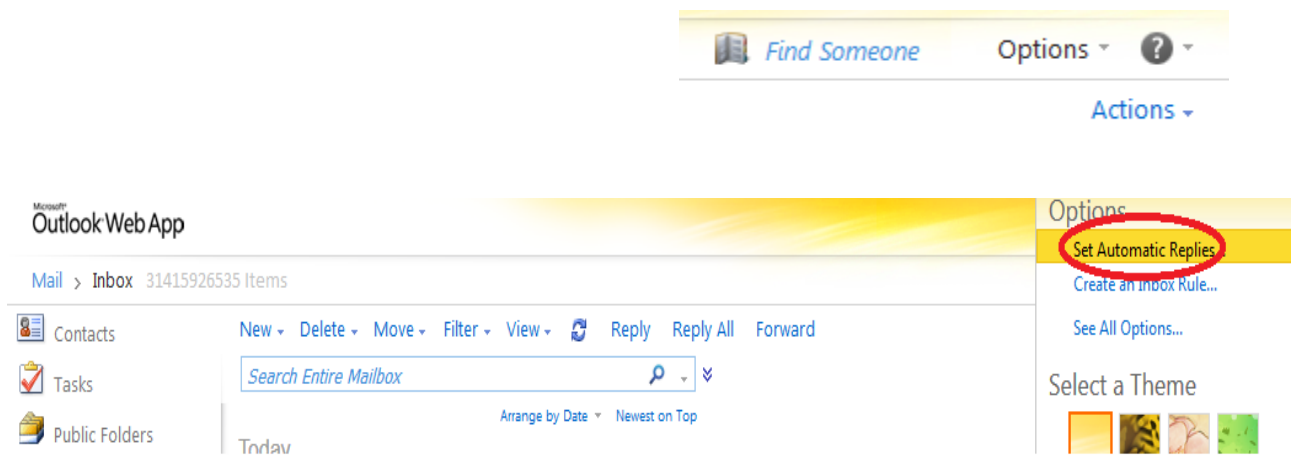


**After setting the out-of-office message,
the most important thing to remember:
*SAVE YOUR CHANGES!***

How to activate your out-of-office/vacation message

1. Log in to <https://email.fhda.edu/> using your CWID and password.
2. Click on the Options menu in the top right corner of the page then select “Set Automatic Replies”



3. Select “Send automatic replies” and check “Send replies only during this time period:”

My Mail ?

Inbox Rules **Automatic Replies** Delivery Reports

Automatic Replies

Don't send automatic replies

Send automatic replies

Send replies only during this time period:

Start time: Thu 10/15/2015 1:00 PM

End time: Fri 10/16/2015 1:00 PM

Send a reply once to each sender inside my organization with the following message:

Tahoma 10 B I U abc

Your Message Here



Send automatic reply messages to senders outside my organization

Send replies only to senders in my Contacts list

Send replies to all external senders

Send a reply once to each sender outside my organization with the following message:

Tahoma 10 B I U abc

  Save

4. Select a "Start time:" and an "End time:" - Your message automatically turns on and off with the assigned dates.

5. Enter your message in the text field.

6. If you **don't** want external users to receive a message, make sure "Send automatic reply messages to senders outside my organization" is unchecked.

If you **would** like users outside of FHDA District email to receive the message, select that check box and the appropriate radio buttons, and enter the message external users should see.

SAVE YOUR CHANGES!

7. When finished. Click "Save" in the lower-right corner (see RED arrow above).