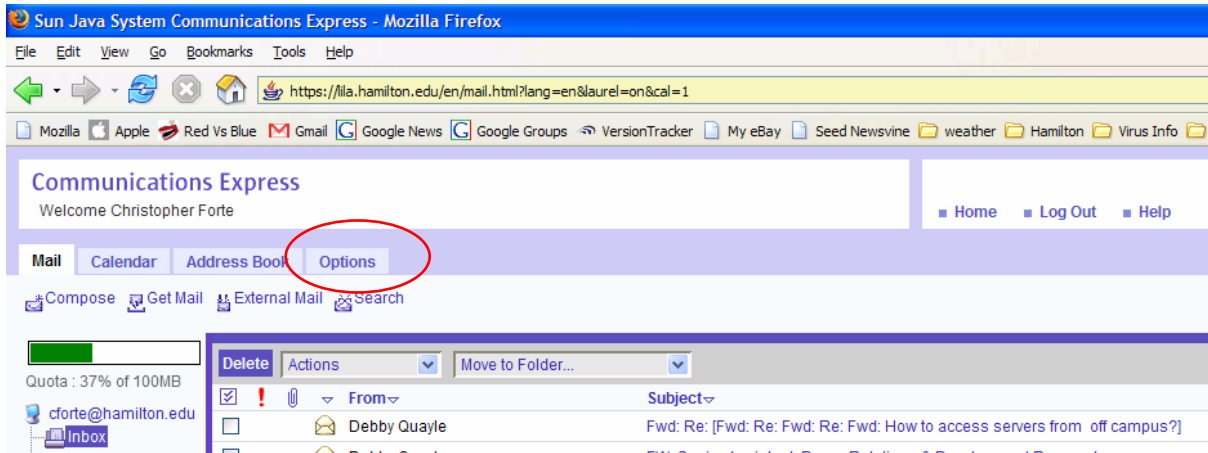
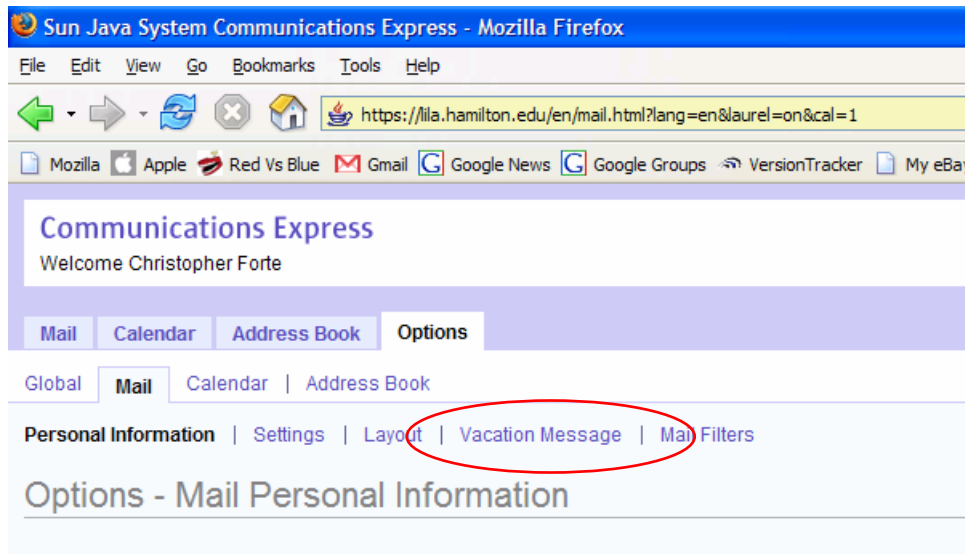


Creating an E-mail Auto-reply Message (a.k.a. Vacation Message)

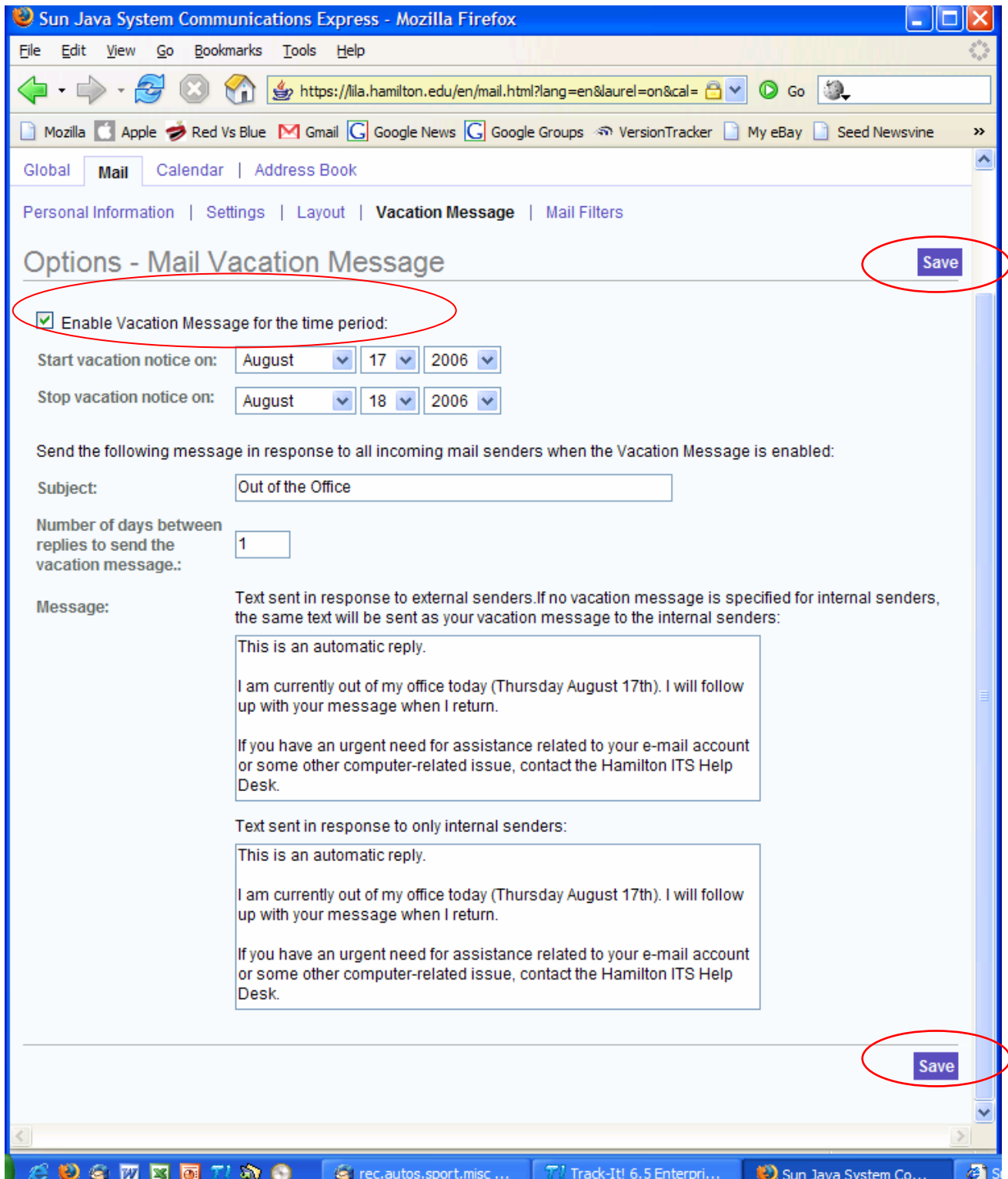
1. Log into your e-mail account on-line by going to <http://webmail.hamilton.edu/> and entering your e-mail username and password.
2. When **Communications Express** opens, click on the **Options** tab.



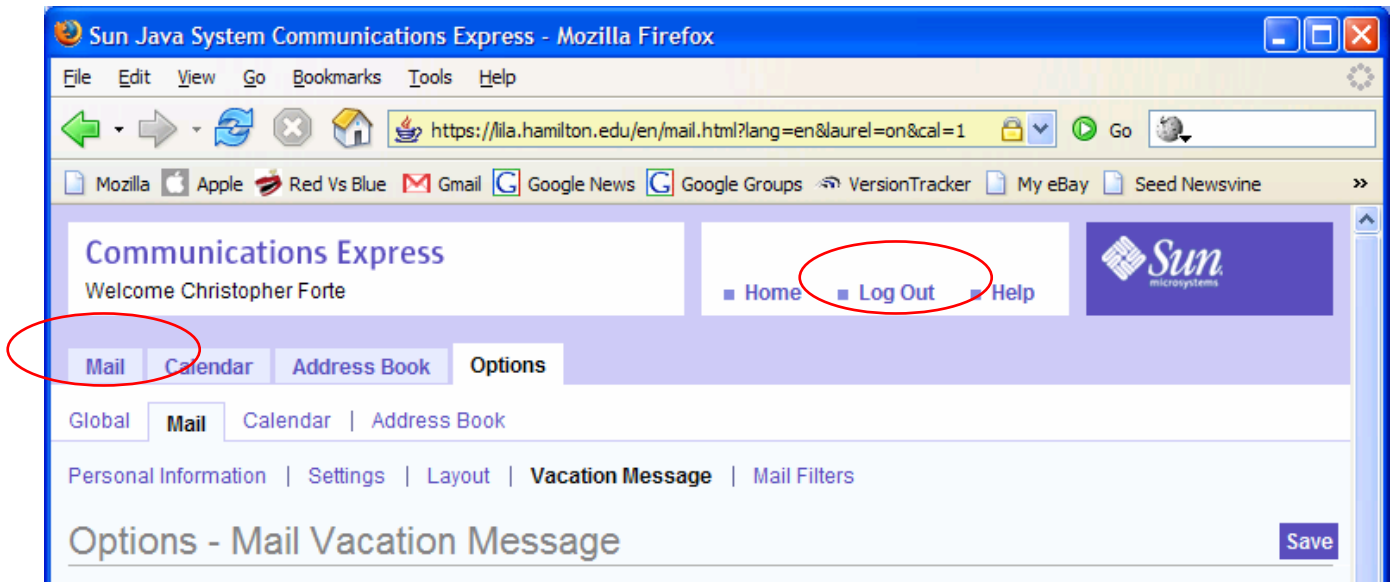
3. In the Options screen, click on **Vacation Message**.



4. **Enable** your auto-reply by placing a check in the box next to *Enable Vacation Message for the time period*. To remove the check and **disable** your auto-reply, simply click in the box again.



5. Enter the date on which your auto-reply is to begin (refer to the illustration above). The system will not allow you to enter the same date as the day on which you are filling in the form.
6. Enter the desired stop date in a similar manner. This should be the date your "vacation" actually ends and not the day after.
7. The space labeled *Number of days between replies to repeat senders* represents the number of days that must pass before a sender receives another vacation message from you after having already received one. Enter a number you feel is reasonable. Most people prefer to enter **1**. Note that auto-reply (vacation) messages are only sent in reply to *new* messages.
8. Compose the message that will be sent to internal senders (those with a Hamilton e-mail address). It is recommended that you use the phrase "out of the office" or "unavailable" in lieu of "out of town" so that strangers who receive your message will not be tipped off that your home, office or dorm room is unoccupied.
9. Compose the message that will be sent to external senders (off campus addresses). Here too it is recommended that you use the phrase "out of the office" or "unavailable" as described above in step 8.
10. Click on **Save** on the right hand section of the screen.
11. Click **Log Out** if you are finished with Communications Express, or click on the top **Mail** tab if you wish to return to your e-mail.



NOTE: If you belong to ListSrv lists *outside* of the Hamilton lists, you might want to temporarily unsubscribe from them or (if it is an option) temporarily set your subscriptions to "no mail" so that the entire list does not receive your vacation message. All *Hamilton* lists are designed so that vacation messages are NOT delivered to the lists.

For questions or comments regarding this document, please e-mail helpdesk@hamilton.edu