

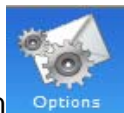
December 2008

Setting Up Your myUMB Mail Vacation Message

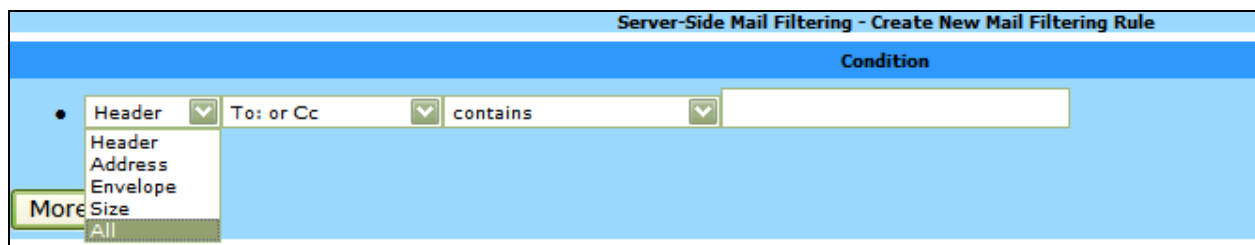
This setting configures your myUMB Mail to automatically reply to each person who sends you an e-mail message, notifying the sender that you are currently away and may not be reading e-mail. You can customize the message that is sent out as well as how often the system sends the message out.

Turning Auto Reply (Vacation Notification) On:

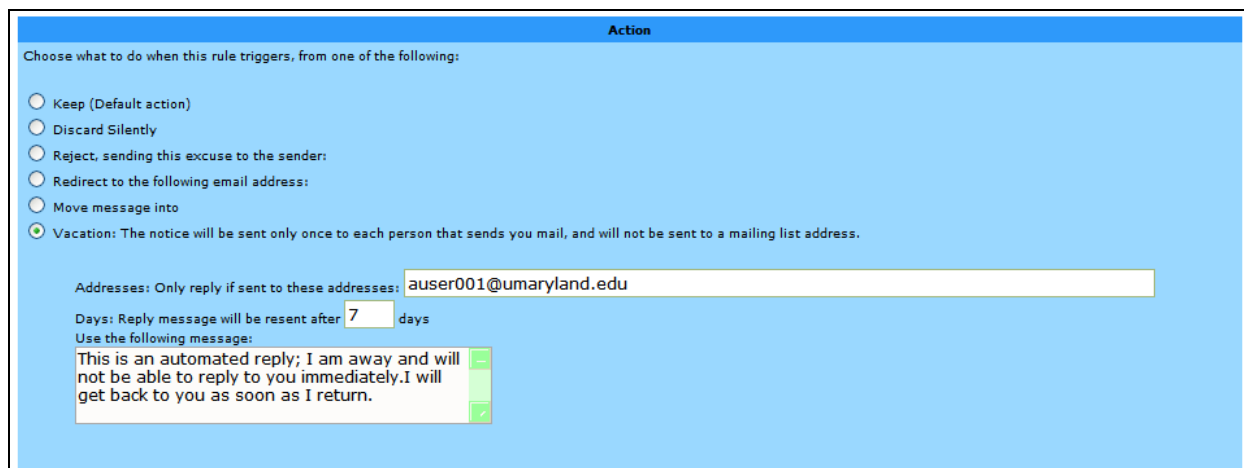
1. Log into your myUMB Mail account (<https://webmail.umaryland.edu>) using your myUMB ID and password.



2. Click on the options button.
3. Click on the **Message Filters** option.
4. Click on the **Add a New Rule** button.
5. Under the **Condition** area select the option **All**.

A screenshot of a web interface titled "Server-Side Mail Filtering - Create New Mail Filtering Rule". The "Condition" section is active, showing a dropdown menu for "Header" with options: "Header", "Address", "Envelope", "More", "Size", and "All". The "All" option is selected. The rule is configured as "To: or Cc" contains [empty field].

6. Under the **Action** area select the option **Vacation: The notice will be sent only once to each person that sends you mail, and will not be sent to a mailing list address.**

A screenshot of the "Action" section of the mail filtering rule configuration. It shows a list of actions with radio buttons: "Keep (Default action)", "Discard Silently", "Reject, sending this excuse to the sender:", "Redirect to the following email address:", "Move message into", and "Vacation: The notice will be sent only once to each person that sends you mail, and will not be sent to a mailing list address." The "Vacation" option is selected. Below the list, there are fields for "Addresses: Only reply if sent to these addresses:" (containing "auser001@umaryland.edu"), "Days: Reply message will be resent after 7 days", and a text area for "Use the following message:" containing the text: "This is an automated reply; I am away and will not be able to reply to you immediately. I will get back to you as soon as I return."

7. Configure your Vacation Message

- a. Ensure that your University email address is entered in the “Address” field
- b. In the “Days” field enter the number of days you want the system to wait before it sends out another copy of your Vacation Message to an individual.

By default, the system uses a setting of 7 days. With this setting, if an individual emails you multiple times while you are away, the system will only send your vacation message to that particular individual once every 7 days.

The system should only send this vacation message to individual email addresses. It should not send the message to email distribution lists.

- c. Enter the message you want to be sent out in the “Use the following message” field. The myUMB Mail system provides a sample message.

8. Click on the **Add New Rule** button.

9. Click on the **Save Changes** button.

Congratulations! You have finished setting up a vacation message in the myUMB Mail system!

Turning Auto Reply (Vacation Notification) Off:

1. Log into your myUMB Mail account (<https://webmail.umaryland.edu>) using your myUMB ID and password.



2. Click on the options button.

3. Click on the **Message Filters** option.

4. Using the check boxes on the left, select your vacation message.

5. Click on the **Disable** button.

6. Click on the **Save Changes** button.

Congratulations! You have finished disabling a vacation message in the myUMB Mail system. In the future you can re-enable your vacation message by selecting the message and clicking on the

“Enable” button. If needed, you can use the Edit function to change your vacation message.

Questions?

For questions concerning your myUMB Mail account, call the Assistance and Service Center (ASC) Help Desk at 410-706-HELP (4357) (weekdays 8:00 a.m. - 5:00 p.m.), or send an email to: help@umaryland.edu