


# Vacation / Out of Office Notifications in JagMail

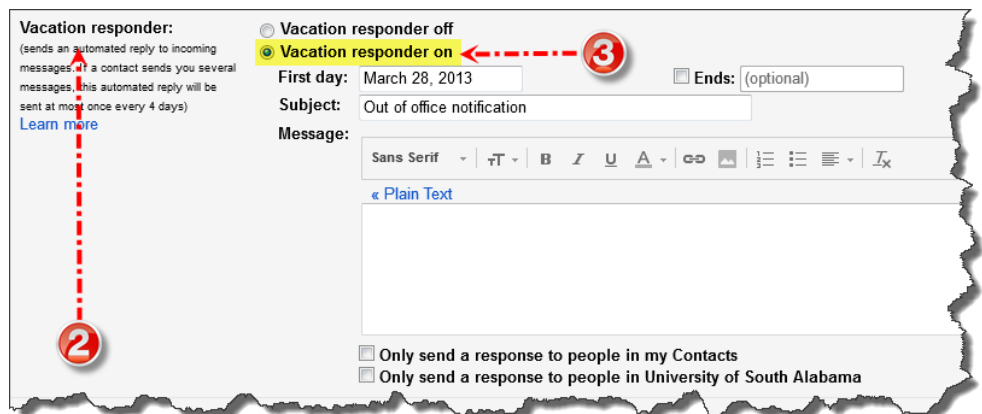
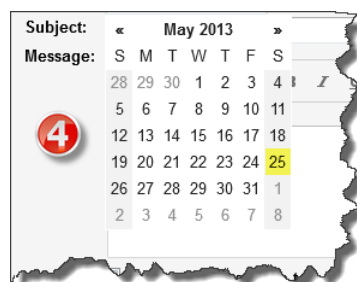
In GroupWise many of us used **rules** to setup out of office notifications that automatically generated a reply to sender. How do I configure JagMail to behave similarly? Rather than creating and applying rules, **you can use the Vacation Responder** to accomplish the same results.

**Objective:** In this lesson I am going to configure JagMail to automatically generate a reply to anyone that sends me email between May 25, 2013 and May 30, 2013.

- Note:
- Even if you are primarily an Outlook user, you can log into the JagMail interface and follow these easy to use instructions to set up an out of office notification.
  - By convention, any instruction to *click* refers to a single click of the left mouse button.

## Setting up your Vacation Responder

1. To begin, **click on the gear icon**  in the upper right of your screen and **select Settings** from the dropdown.
2. You will find yourself on the General tab. **Scroll down** to the Vacation Responder section.
3. Make sure that the **Vacation responder on** radio button is selected.



Vacation responder:  
(sends an automated reply to incoming messages. If a contact sends you several messages, this automated reply will be sent at most once every 4 days)  
[Learn more](#)

Vacation responder off  
 **Vacation responder on**

First day: March 28, 2013  Ends: (optional)

Subject: Out of office notification

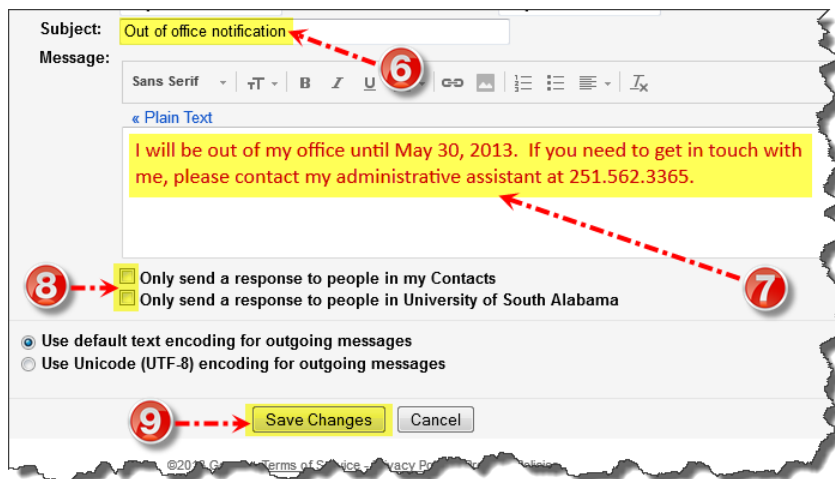
Message:  
Sans Serif | T | B | I | U | A |

Plain Text

Only send a response to people in my Contacts  
 Only send a response to people in University of South Alabama

4. **Click into the text field next to First day.** When you do, a small calendar will pop up. **Select the first day** you want to begin sending automated responses.
5. Make sure that the **checkbox in front of Ends is checked** (unless you want this response to go on indefinitely) and **repeat the same actions** to specify which day you would like to **stop** sending automated responses.

6. **Enter a Subject.**
7. **Enter (and format) your text.** Note that if you want to generate non-html formatted text you can first click on the Plain Text hyperlink. Note too that if you have configured a signature it will be applied to automated responses.



8. If you want to limit your automated response to only those people who are contacts, put a check in that checkbox. If you want to limit the response to only include USA employees, check the appropriate checkbox. Note that messages flagged as spam or addressed to a mailing list you subscribe to will not receive the automated response.

9. Click the Save Changes button. The Vacation Responder is now active effective your start date.

10. While the vacation responder is enabled (and the current date is between the responder's begin and end dates), you'll see a banner across the top of any JagMail page, displaying the subject of your vacation response. To stop JagMail from automatically sending the response, click **End now** within the banner. Or, if you'd like to edit the response, click **Vacation Settings**.

