

Exchange – Vacation Mail (Auto Reply)

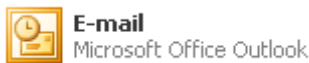
Configuration Options:

Vacation Mail (Auto Reply) can be configured through:

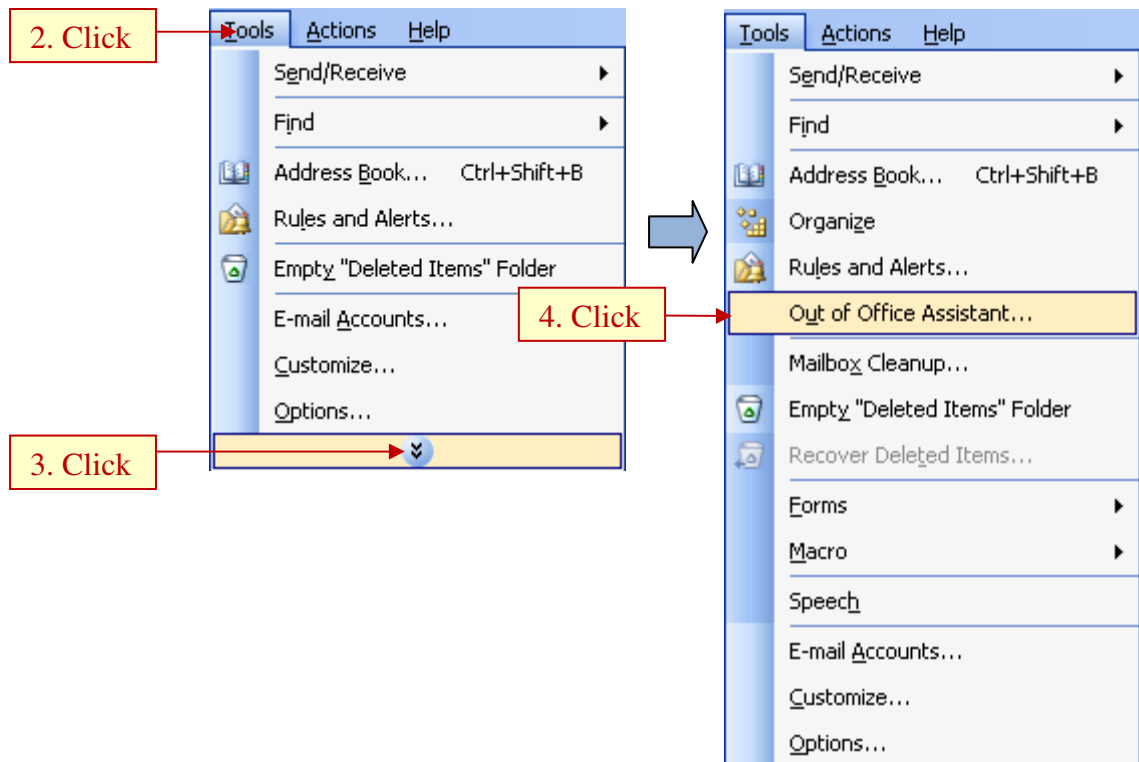
1. Microsoft Office Outlook Client
2. Swinburne Webmail

Note: Microsoft Office Outlook Client setting will only work for internal auto reply. For External email reply, please configure through Webmail.

Microsoft Outlook Client:



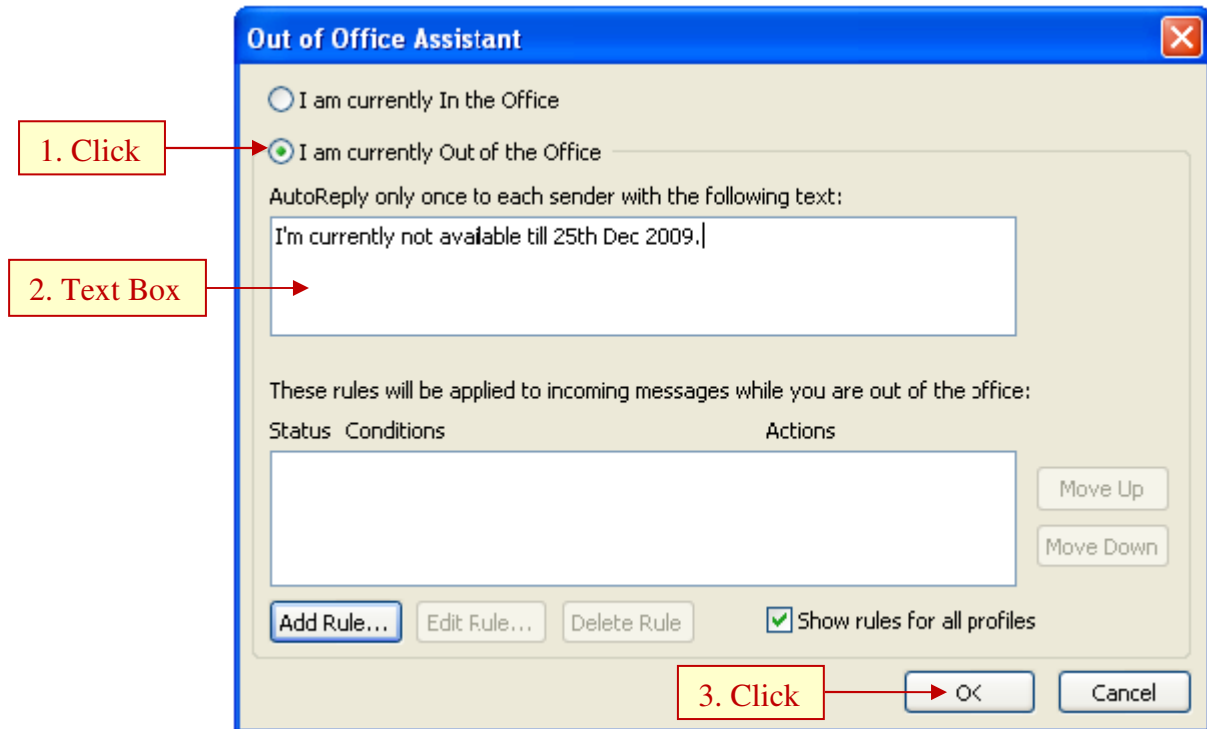
1. Launch Microsoft Office Outlook Client from start menu.
2. Go to **“Tools”**.
3. **Expand** “Tools” window.
4. Double Click on **“Out of Office Assistant”**.



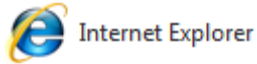
Out of Office Assistant:

1. Select “**I am currently Out of Office**”.
2. Key in auto reply messages in **text box** provided.
3. Click “**OK**” to confirm.

Warning: Please remember to configure the setting back to “**I am currently In the Office**” when you are back to ensure user will not get the auto reply messages.



Swinburne Webmail:



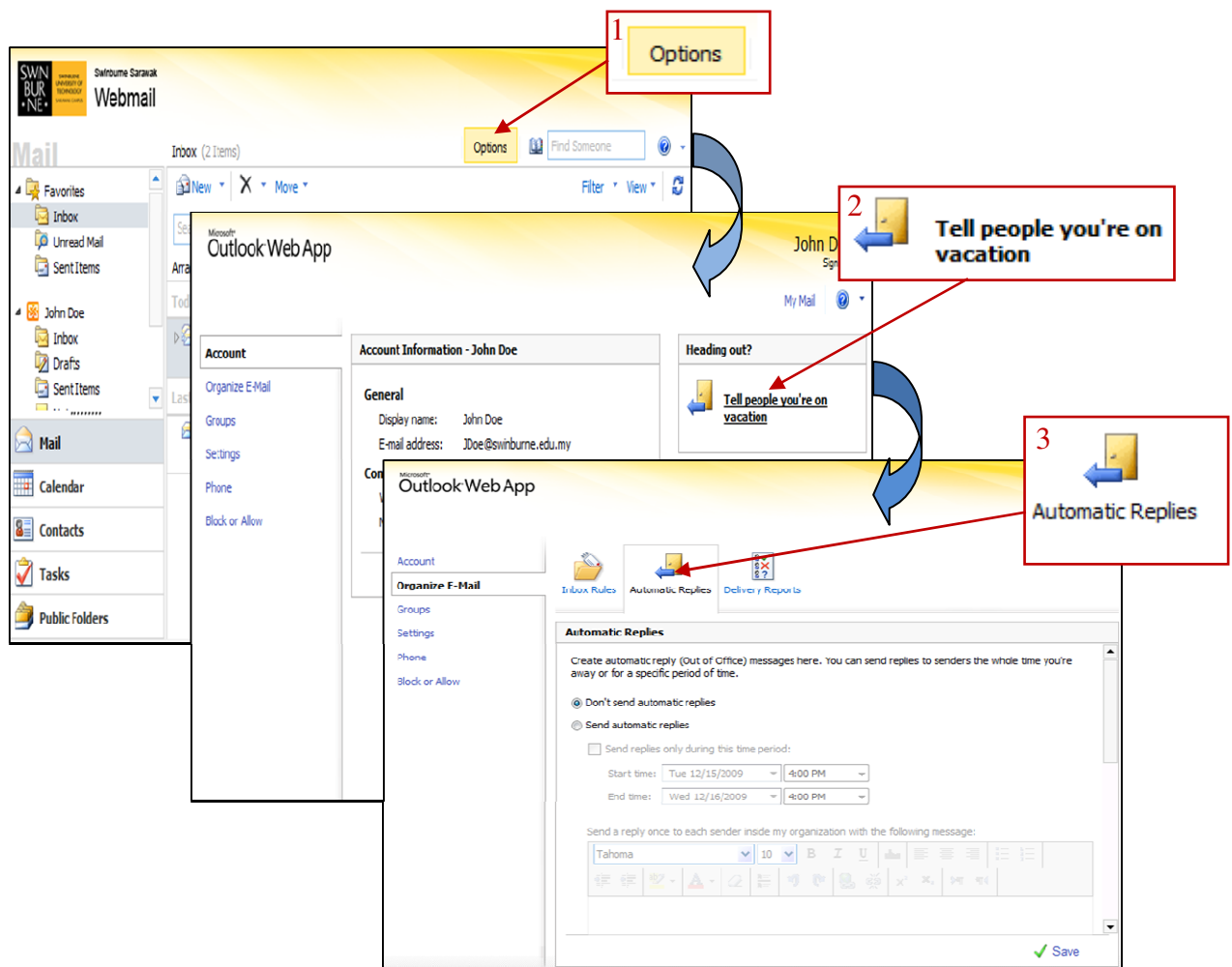
Extra Features (webmail only):

- Customizable auto reply message for both internal & external senders.
- Automatic replies period can be specified.

Note: Please login to Swinburne Webmail before you begin.

<https://webmail.swinburne.edu.my>.

1. Click on “**Option**” on the upper right.
2. Click on “**Tell people you’re on vacation**” tab.
3. Click on “**Automatic Replies**” tab for auto reply configuration.



Enable Automatic Replies (Internal Senders):

1. Select “**Send automatic replies**” radio button.
2. Optional:
 - a. Select “**Send replies only during this time period:**” radio button.
 - b. Specify “**Start Time & End Time**” for the auto reply features.
3. Key in auto reply messages in **text box** provided.
4. Click “**Save**” to confirm.

The screenshot shows the 'Automatic Replies' configuration interface. It includes a title bar 'Automatic Replies', a subtitle 'Create automatic reply (Out of Office) messages here. You can send replies to senders the whole time you are out of the office.', and two radio buttons: 'Don't send automatic replies' (unselected) and 'Send automatic replies' (selected). Below the radio buttons is a checked checkbox for 'Send replies only during this time period:'. This is followed by 'Start time:' and 'End time:' fields, each with a date and time dropdown menu. The start time is set to 'Thu 12/24/2009 10:00 AM' and the end time is 'Fri 12/25/2009 10:00 AM'. Below these fields is a text area for the reply message, containing the text 'Tahoma' and a rich text editor toolbar. A large red box highlights the text area with the instruction 'Enter Auto Replies Text for Internal Senders Here'. At the bottom right, there is a 'Save' button with a green checkmark icon. Red callout boxes with arrows point to the 'Send automatic replies' radio button (labeled '1. Click'), the 'Send replies only during this time period:' checkbox (labeled '2. Click'), the text area (labeled '3. Text Box'), and the 'Save' button (labeled '4. Click').

Note: Once automatic reply enabled, it will reply automatically for internal and external senders. User will have to key in the auto reply text for external sender else external senders will receive auto reply with blank content. Please refer to “Enable Automatic Replies (External Senders)” section below:

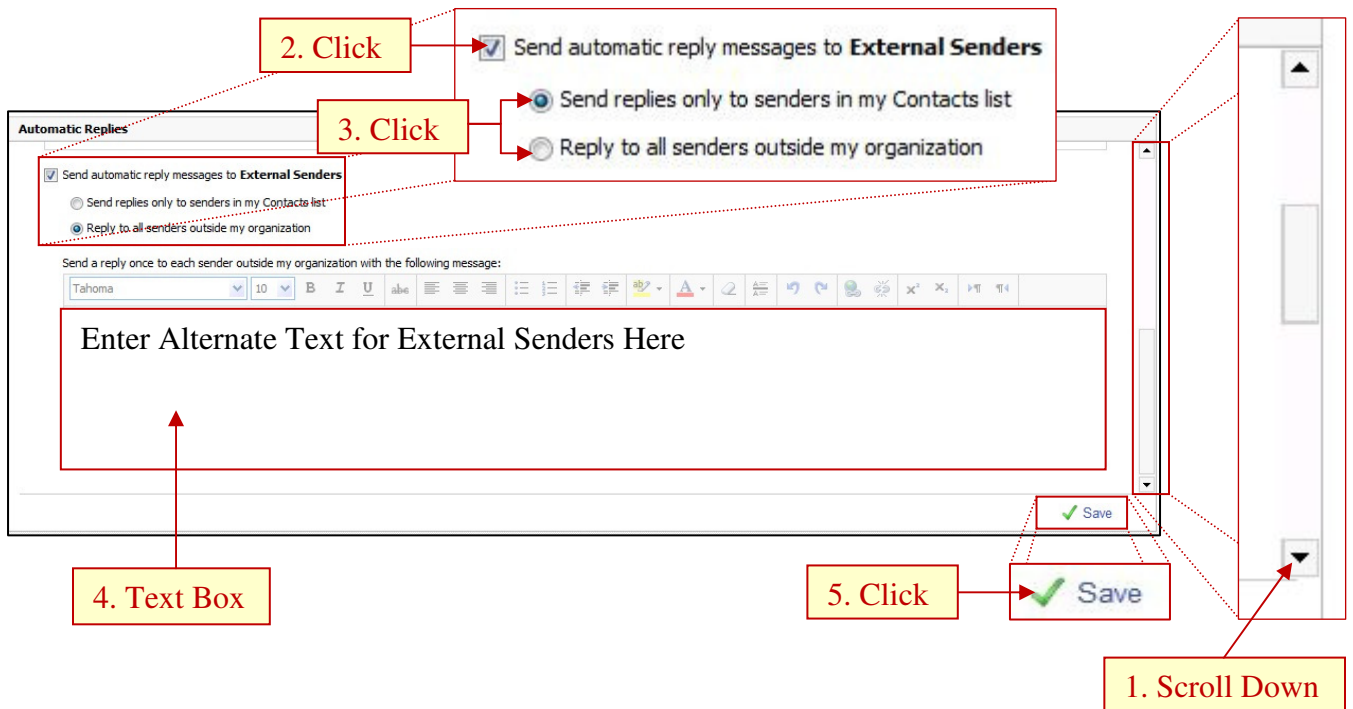
Enable Automatic Replies (External Senders):

Available Options:

- Send replies only to senders in my Contacts list.
- Reply to all senders outside my organization.

Note: “Send replies only to senders in my Contacts list” only applicable base on user’s individual contacts in the “mailbox” instead of personal folder contacts.

1. Please scroll down the page.
2. Enable/Disable “**Send automatic reply message to External Senders**”.
3. Select the one of the available option radio button.
4. Key in auto reply messages in **text box** provided.
5. Click “**Save**” to confirm.



Warning: Please be informed that if user select Reply to senders outside my organization, those spam mails that pass through will receive automatic replies.

Please do not hesitate to contact ITS if you have any enquiries at ext 5000 or ITS Service Desk servicedesk@swinburne.edu.my.