

Creating an Email Out of Office Reply

When you are on holiday or away from your office on business, you can set up an Out of Office reply to inform your email correspondents that you are not currently available to reply to their message. Notifying your contacts that they will not receive an immediate response gives them the opportunity to contact somebody else if their query is urgent. You can create an Out of Office reply that will be sent automatically to all the messages you receive, containing whatever text you wish.

However, while Out of Office replies are a very useful tool, be aware that if you are on an active mailing list, either within the University or external to it, every time anyone sends a message to the list and it is distributed out to you, your Out of Office reply will be sent back to the list. This can be very annoying after the first few messages! If you want to set an Out of Office reply while you are away from work, please try to temporarily suspend your membership from any lists.

SETTING UP AN OUT OF OFFICE REPLY

1. On your web browser, go to the Bradford University internal home page, www.bradford.ac.uk/internal/index.php.
2. Click on the **Email for staff** link in the Quick links section at the right-hand side.
3. Enter your Username and Password and click **Login**.
4. In the Filters window, click on the word **Vacation**.

The Vacation window is where you set when the message is to become operable and when it is to finish.

5. Enter the **Start** and **End** dates.

Note: The End date should be the last day of your absence, not the day you are back in work.

6. Type in the Subject text, eg:

Out of Office reply.

You can also enter any message in the Reason: box, such as:

Please contact person xxx if your email is urgent, or, I will respond to your message when I return on Monday June 31st.

7. Click on the **Save and Enable** button to make the Out of Office reply active.

Confirmation that the changes have been applied will appear at the top of the Vacation window.

Note: You may be prompted to enter your email address. If you have more than one, you will need to specify them all.

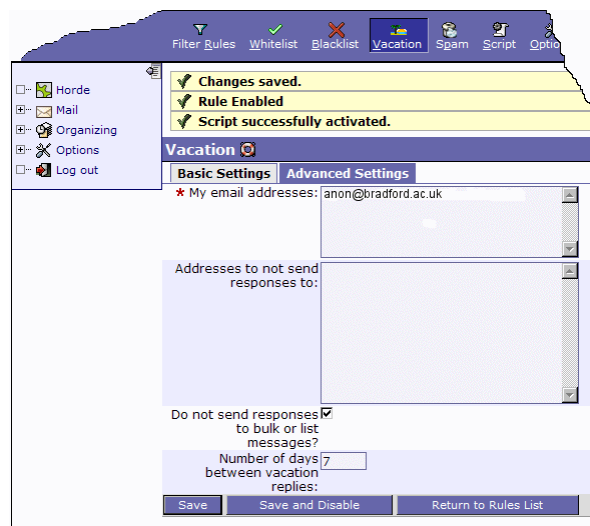
Changes saved.
 Rule Enabled
 Script successfully activated.

ADVANCED SETTINGS

The Advanced Settings tab in the Vacation window allows you to control whether your vacation message is sent to emails which come from mailing lists.

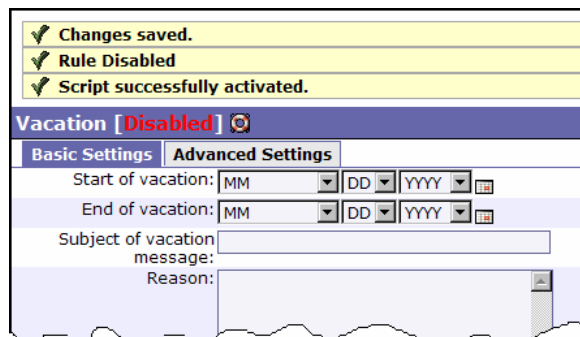
You can also enter email addresses that are NOT to be sent your vacation message.

1. Enter the email of the recipient(s) to be excluded in the **Addresses to not send responses to:** box.
2. Check the option: **Do not send responses to bulk or list messages?**
3. Set the **Number of days between vacation replies:** this limits the number of auto-responses sent to an individual.



REMOVING AN OUT OF OFFICE MESSAGE

1. Return to the **Vacation** option in the **Filters** window.
2. Set the Start and End dates back to the default settings of: MM, DD and YYYY.
3. Remove any text in the Subject and Reason boxes.
4. Click the **Save and Disable** button. The Vacation window will then show as Vacation [Disabled].



JUNKMAIL HANDLING

When setting up an Out of Office reply it is important that it is not sent to all messages which are sent to you, as this would reply to junkmail senders as well as "real" users. The easiest way to achieve this is for junk mail messages to be filtered out automatically, before the remainder is delivered to your inbox. This is being done for you already if you receive daily messages entitled "Quarantined spam messages". If you do NOT receive such messages, please contact ictservicedesk@bradford.ac.uk (ext 3333) and ask to be added to the list of staff whose email is filtered before delivery. If, in addition, you also have junk mail rules set up within Outlook, these will be carried out, but AFTER the Out of Office reply has been sent.