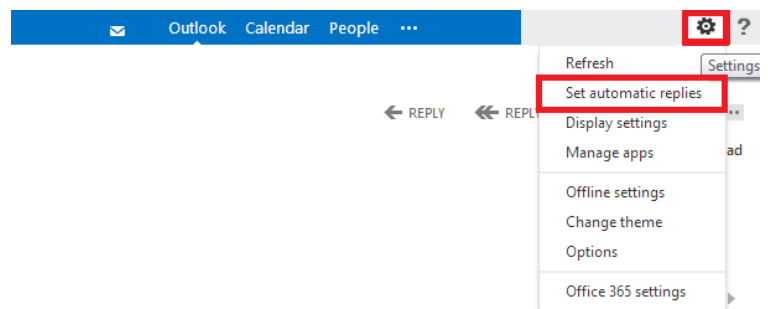


This guide instructs employees and students of Valdosta State University on how to setup a vacation or away message that is sent automatically as a reply when someone sends you an email. This message can be customized to let others know that you are out or otherwise unavailable for a time

1. In a web browser, go to office.valdosta.edu and login using your Active Directory credentials.
2. Click on the **gear icon** on the top-right corner. Then, click the **Set automatic replies** link.



3. Click the **automatic replies** tab. Select **Send automatic replies > Send replies only during this time period**. Set the date range and add the message you would like to be sent. Then select the **Save** button that is located at the bottom of the page.

