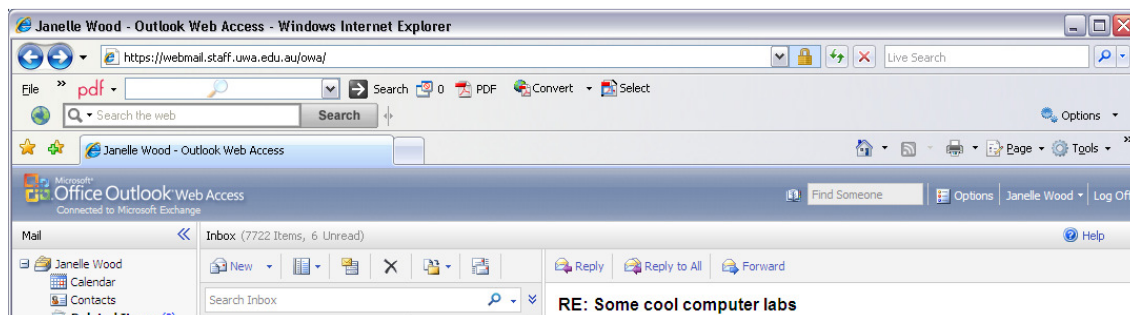


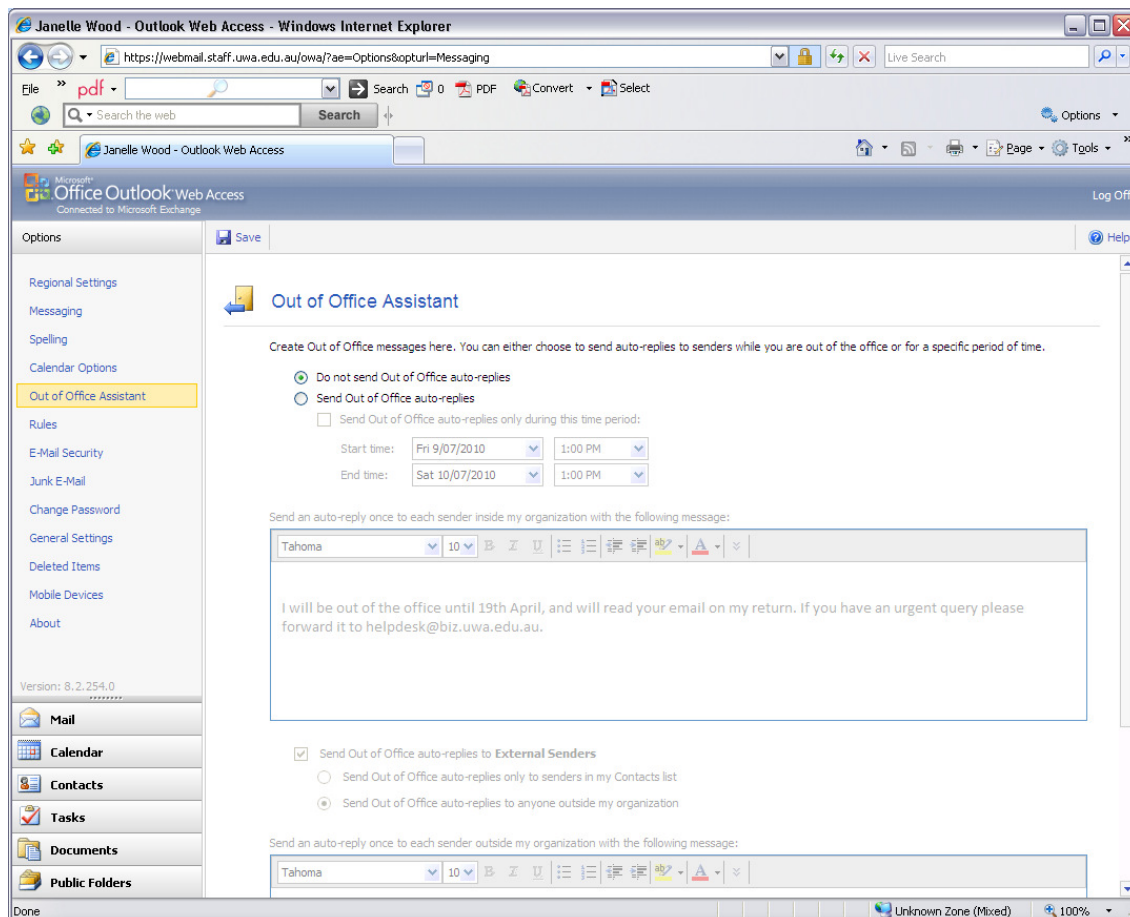


How to set Vacation and out of office messages with the new ECS Mail system.

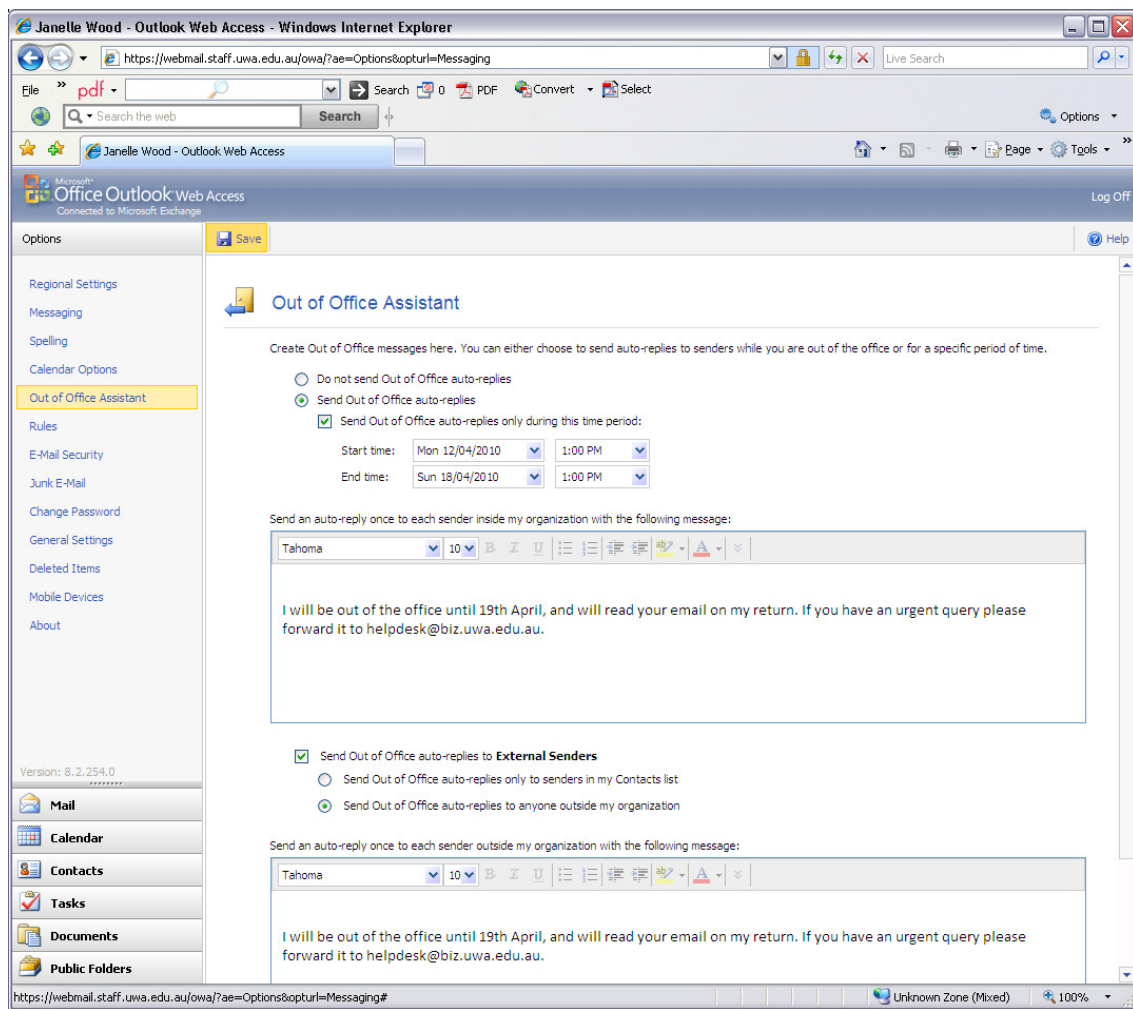
1. Open Internet Explorer and browse to the ECS webmail at: <http://webmail.staff.uwa.edu.au> Remember to use your staff number and PHEME password to log in.
2. Along the top of the webmail page is a grey strip and to the right corner is a link called "Options". Click on this link.



3. This will bring up a new menu down the left hand side of the window. The 5th item down is called "Out of Office Assistant". Select this option.



4. Select the checkbox called "Send Out of Office auto-replies" and if necessary select and complete the time criteria below it.



5. Put your message in the location box provided, then look below and complete that section if you want non ECS addresses to receive out of office messages also.
6. Once you have the fields filled to your satisfaction, click the save button up the top left of the page.

Congratulations, you have set yourself a Vacation/Out of Office responder.