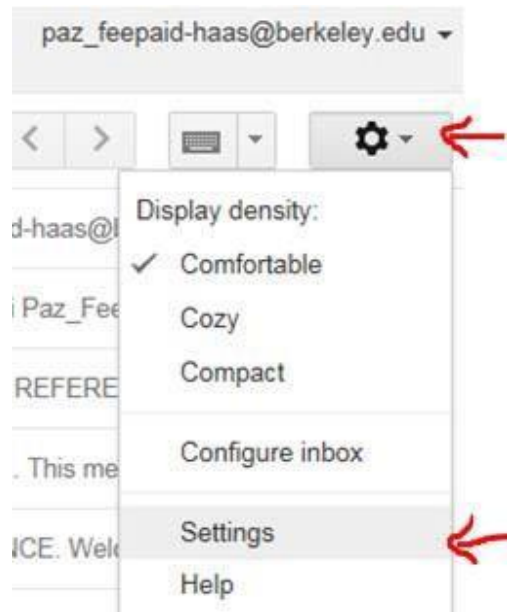




How do I Set Up a Vacation Message in bMail?

Step	Procedure
1	To setup a vacation or “Out of Office” message on bMail, first log into your account . Click on the Gear icon on the upper right hand corner, and then select Settings .



Step	Procedure
2	<p>In Settings, scroll down to the Vacation Responder section (towards the bottom of page). Click on the Vacation responder on button to enable the responder.</p> <p>Next, enter the period you would like the responder to be active by entering the First day and Last day of your vacation (Last day is optional). Add the Subject and Message which email senders will receive when they try to contact you within your vacation schedule.</p> <p>Options: towards the bottom of the section, you can choose to limit the responder to -- Only send the response to people in my Contacts or Only send a response to people in UC Berkeley.</p> <p>Once you're done, click Save Changes.</p>

Settings

General Labels Inbox Filters Forwarding and POP/IMAP Offline

Snippets:

- Show snippets - Show snippets of the message (like Google web search!).
- No snippets - Show subject only.

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: February 23, 2015 **Last day:** February 24, 2015

Subject: Out of the office until 2/24/15

Message:

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

« Plain Text

Hi,
 I will be out of the office until Tuesday, February 24th. Please contact the Haas helpdesk at helpdesk@haas.berkeley.edu if you need assistance prior to my return date. I will check my mail and respond to messages as necessary when I return.

Thank you..

Paz

- Only send a response to people in my Contacts
- Only send a response to people in UC Berkeley

Outgoing message encoding:

- Use Unicode (UTF-8) encoding for outgoing messages
- Avoid Unicode (UTF-8) encoding for outgoing messages

Save Changes Cancel

Your Vacation Responder message should now be enabled.