How to Set-up an "Away" Message in UGAMail

Step-by-step guide

Setting up an away message is the easiest way to let co-workers and clients know that you will be on leave for a specific period of time. Creating one can be done quickly, and it can be reused whenever needed.

- Step 1: Log into the UGAMail Web-client
- Step 2: Go to settings
- Step 3: Click on "Automatic Replies"
- Step 4: Choose "Send automatic replies"
- Step 5: Configure time period
- Step 7: Compose your away message
- Step 8: Click "OK"

Step 1: Log into the UGAMail Web-client

Step 2: Go to settings

Click on the "Gear" Icon

Step 3: Click on "Automatic Replies"

Is that email legit? UGA never sends emails asking for your MyID password or other sensitive information. Protect yourself from phishing scams.
Step 4: Choose "Send automatic replies"

- Don't send automatic replies
- Send automatic replies

Step 5: Configure time period

If you want to specify the time period then check "Send replies only during this time period"

- Don't send automatic replies
- Send automatic replies
  - Send replies only during this time period

Choose the dates that you want your message sent (if a time period was selected)

- Send replies only during this time period
  - Start time: Mon 9/26/2016 8:00 AM
  - End time: Fri 9/30/2016 5:00 PM

- Block my calendar for this period
- Automatically decline new invitations for events that occur during this period
- Decline and cancel my meetings during this period

Step 7: Compose your away message
Step 8: Click "OK"

Your away message will be saved and sent for the time period you specified.

Related articles
- How to Set-up an "Away" Message in UGAMail
- Setting Up UGAMail Email and Calendar on Handheld Devices
- How to Look Up Distribution Groups and Members