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

Log in to UGAMail

Is that email legit? UGA never sends emails asking for your MyID password or other sensitive information. Protect yourself from phishing scams.

Step 2: Go to settings

Click on the "Gear" Icon

Step 3: Click "Automatic Replies"
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
Send a reply once to each sender inside my organization with the following message:

I will be out of the office on Monday, September 26 through Friday September 30. I will have limited access to email and will respond to emails when I return.

For time-sensitive technical support, please contact the Franklin OIT helpdesk at 706-542-9900 or submit a ticket online at http://helpdesk.franklin.uga.edu and another team member will be happy to assist you.

Send automatic reply messages to senders outside my organization

☐ Send replies only to senders in my Contact list

☒ Send automatic replies to all external senders

Send a reply once to each sender outside my organization with the following message:

I will be out of the office on Monday, September 26 through Friday September 30. I will have limited access to email and will respond to emails when I return.

For time-sensitive technical support, please contact the Franklin OIT helpdesk at 706-542-9900 or submit a ticket online at http://helpdesk.franklin.uga.edu and another team member will be happy to assist you.

Have a great day!

Step 8: Click "OK"

☐ OK     ☒ Cancel

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

Related articles

- How to log in to Office365/UGAMail online after 1/19/23
- 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