

# Email and Phone Setup for Vacation/Break

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## Email setup for vacation/break

**Q. How do I setup a vacation autoreply in WebMail?**

**A. To setup a vacation autoreply, go to WebMail.**

1. On the left under Settings, select Preferences, then Mailbox (top center).
2. Click the checkboxes-
3. Enable autoreply message functionality,
  - Vacation reply (only send a single copy to a recipient): In the Autoreply text:, compose a vacation reply message.
  - The autoreply is valid until: In the Autoreply is valid until date fields, select the day before you will be returning from vacation.

**Remember to Click Save on the top left of the Mailbox window when you are finished.**

**Q. How do I stop a vacation autoreply in WebMail?**

**A. To de-activate a vacation autoreply, go to WebMail.**

1. On the left under Settings, select Preferences, then Mailbox (top center).
2. Clear the checkboxes-
3. Disable the autoreply message functionality,
  - Vacation reply (only send a single copy to a recipient):
  - The autoreply is valid until:

# Vacation/Break Phone Setup

**Q. How do I setup and stop a vacation voicemail message on my phone?**

**A. To setup a vacation voice mail message on my phone:**

1. On campus, dial 18866.
2. Off campus, dial (480)731-8866#, then enter your 5 digit extension number.
3. Enter your 7 digit voice mail password.
4. Press 4 (Personal Options).
5. Press 3 (Greetings).
6. Press 2 (Extended absence).
7. Record your greeting.
8. At the end of the greeting, press #.

**A. To stop a vacation voicemail message:**

1. On campus, dial 18866.
2. Off campus, dial (480)731-8866#, then enter your 5 digit extension number.
3. Enter your 7 digit voice mail password.
4. Message will alert you that you currently have an extended absence greeting.
5. To delete your extended absence greeting, press 2.