



**Universiteit
Leiden**

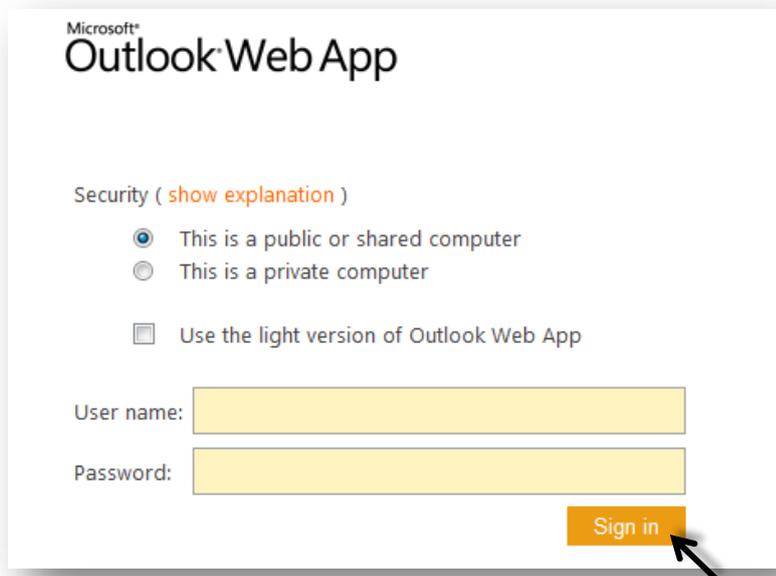
User Manual

Setting Up Out of Office



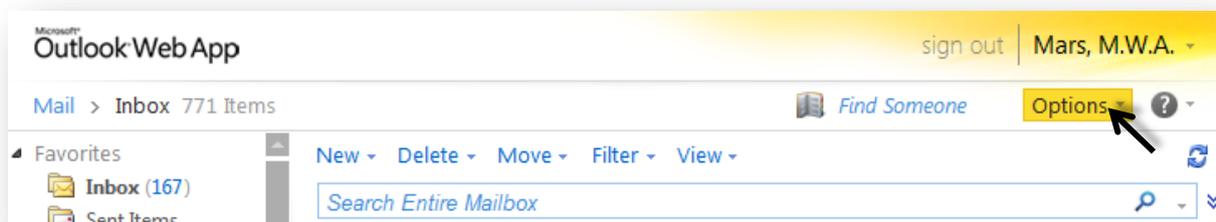
This user manual describes how to set up an out of office message for your personal mail account or for a group mailbox with the Outlook Web App.

- 1) Go to <https://webmail.campus.leidenuniv.nl> and logon with your ULCN credentials.

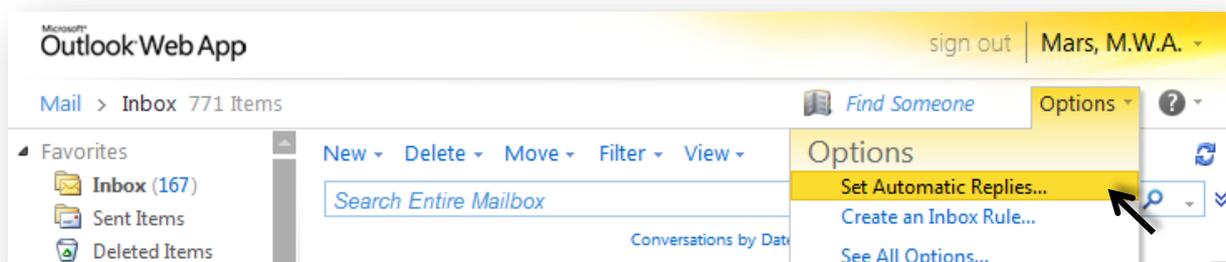


Out of Office message for your personal mailbox

- 1) At the right top, select “Options”



- 2) Next you select “Set Automatic Replies...”



3) In order to activate the out of office message, select “Send automatic replies”.

Mail > Options My Mail ?

Account

Organize E-Mail

Groups

Settings

Block or Allow

Inbox Rules **Automatic Replies** Delivery Reports

Automatic Replies

Create automatic reply (Out of Office) messages here. You can send replies to senders the whole time you're away or for a specific period of time.

Don't send automatic replies

Send automatic replies

Send replies only during this time period:

Start time: Mon 12/2/2013 11:00

End time: Tue 12/3/2013 11:00

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

Tahoma 10 B I U abc

Send automatic reply messages to senders outside my organization

Send automatic reply messages to senders outside my organization

Send replies only to senders in my Contacts list

Send replies to all external senders

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

Tahoma 10 B I U abc

[Save](#)

4) You may want to configure the time interval setting for the out of office message. If you use this setting, the out of office message will automatically be disabled when the end date and time have been reached.

5) Enter the out of office message (both windows):

- Het top field is destined for mail in the NUWD environment
- Het onderste veld is voor externe email. Let op dat de studentenomgeving als extern wordt gezien.

6) Select “Save”

Out of office message for a group mailbox

In the webmail it is possible to open a group mailbox and setting up an out of office message. Please note: you will need to have permission to this specific mailbox.

- 1) At the right top of the screen you will find a small arrow pointing downwards, when you press this arrow you can enter and open another mailbox.



- 2) Please enter the name of the mailbox and select “Open”
- 3) Finally you need to follow the steps, as described in the paragraph [out of office message for your personal mailbox](#)