



University of  
Hartford

## Information Technology Services

### Auto Response/Out of Office Instructions

NOTE: This will only work in the Windows environment – doesn't work on MAC or LINUX OS.

1. From a web browser enter this site in full (http:// must be typed in.) <http://mail.hartford.edu:8000>
2. Enter your username and password for the email account (full email address as requested is not required, just the username will work)

Note: It takes a while for the system to load the page after you enter your username & password - please have patience. (If it doesn't seem to load, on your keyboard hold the CTRL key and then with your mouse, click on the Refresh tool bar button on the browser).

3. On left side, Click on the "+" sign Next to Administration to display the next level - MAIL.  
Click on "+" sign Next to Mail to display the next level - ACCOUNT  
Click once on the word ACCOUNT to display the view on the right side of the screen
4. Click on tab that says AUTO RESPONSE
5. Check the box that says ENABLE AUTO RESPONSE.  
Enter a subject line, i.e. Out of Office from "date" to "date"  
Enter a memo of the mail message you wish people to receive.  
i.e. I'll be away from "date" to "date" returning to work on "date" During my absence you may contact "email address" or call "their phone" for immediate attention. Otherwise I'll respond to all requests upon my return.
6. Change the 0 in the box just above the UPDATE button to 1 - this will send out your message to a single recipient only once a day, regardless of how many emails he/she sends that particular day.
7. Click UPDATE - this will put a red checkmark on the AUTO RESPONSE Tab.
8. Click LOGOUT button - top right of window.

Then upon your return, follow these directions again to get back into the account, only this time, remove the check mark in the box for Enable Auto Response and Click UPDATE.

### Forwarding Instructions

Same first three steps as above then click on the FORWARD TAB

1. Enter email address you wish your UoffHartford email to get forwarded to, click ADD
2. UNCHECK "retain copy of email on the server" checkbox.
3. Click UPDATE – this will put the red checkmark on the tab FORWARD – then click LOGOUT.