

## Set Up Vacation Message

### Enable Vacation Message

1. Open your web browser
2. Log in to your psychology email account through Webmail
3. Select "*User preferences*", from the menu.
4. Under "*Personal Information*", check the box on the right of "Auto Reply" to activate the vacation message feature.
5. Customize your message by using "Auto Reply Text" and "Signature", features.
6. Press "Save".

### Disable Vacation Message

To disable the vacation message uncheck the box on the right of "Auto Reply" and save your changes.

**Note:** The use of the vacation message could potentially attract spam mail, as one of the ways spammers verify e-mail address is by replying. Therefore, it is recommended that automated vacation messages not be used unless necessary.