

# Using Vacation Scripts

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For information related to this topic refer to:

- [Forwarding Mail](#)  
(<http://www.cmu.edu/computing/doc/email/forwarding/index.html>)

## About Vacation Scripts

The Mail Filters interface contains the option to create and use a Vacation Script. A Vacation Script is a custom reply that is sent to anyone who sends you mail while you are away. The notice itself can be phrased to inform others that you are away from the office and when they can expect a response from you.

*Last Updated: 8/8/05*

## Create / Edit a Vacation Script Using Portal

Before enabling the Vacation Script feature, you must first create the text and set the preferences for your notice.

1. From the [Carnegie Mellon portal \(http://my.cmu.edu/\)](http://my.cmu.edu/), select the **COMPUTING** tab.
2. Select **Manage Email** and then **Away Message**.  
**Note:** The first time you access the Vacation Script options, no notice exists for your Andrew account. This page also allows you to modify a notice if you previously created one.
3. Use the following information to complete the Set Vacation/Away Message area:
  - **Subject:** Select the **Prefix the Sender's Subject with "Re:"** option, OR type a subject for your reply in the **Use the following subject line** field.
  - **Message Text:** Type the text that will appear in the body of the vacation notice email. This message should include your anticipated return date and when the sender can expect a response to their message.
  - **Reply to Mail Sent to these Addresses:** Enter other email addresses that might be used to send you mail and click **Add**. Normally, the vacation notice will only be sent when your Andrew mailing address is used in the To, Cc or Bcc field. By including your other email addresses in this field, the enabled vacation notice will be sent when mail is received at these addresses as well.
  - **Reply List:** As you add addresses to the "Reply to mail sent to these addresses" field, the Reply List is populated. To remove an address from this list, simply select the address and click **Remove**.
  - **Reply Interval:** Enter the number of days the mail client should wait before resending the vacation notice to a sender who has already received it.
4. When you are finished modifying the notice preferences, click **Submit** to save your changes.

*Last Updated: 5/28/09*

## Enable / Disable the Vacation Script Using Portal

Once your vacation notice is created, you can enable the notice when you will be away. Don't forget, you must then disable the vacation notice when you return. Otherwise, those sending you mail will continue to receive a notice that you are out of the office.

**Note:** When the Vacation Script option is enabled, your notice is sent to anyone who sends you mail, including mailing lists. Be sure to unsubscribe to mailing lists before enabling the vacation script so that your notice is not sent to everyone subscribed to the mailing list.

1. From the [Carnegie Mellon Web Portal \(http://my.cmu.edu/\)](http://my.cmu.edu/), select **COMPUTING > Manage Email > away message**.
2. Select (check) the **Enable Reply** option.



Turn on/off Vacation/Away Message:

Enable Reply:  Reply to my incoming mail with the vacation/away message.

3. Click **Submit**.

**To disable the Vacation Notice**, uncheck the **Enable Reply** option and click **Submit**.

*Last Updated: 5/28/09*