

Tip –Eudora Email Vacation Auto-Reply Message

To enable an email vacation auto-reply message:

1. Go to the CAMail web site <http://www.camail.harvard.edu/>
 - a) Scroll down to the Account Settings section.
 - b) Click on the link: [CAMail Account Management Page \(change your password, vacation message, check quota\)](#). This will bring you to the SendMail Server login page:
<https://www.camail.harvard.edu:8890/msadm/user/>
2. On the SendMail Server User Login page:
 - a) Type in your Eudora login name, all in lower case letters. The Eudora login name is a combination of: the first initial of your first name, and the first letters of your last name to equal a maximum of 8 characters, e.g. John Harvard would become jharvard.
 - b) Type in your Eudora password, as you use when in the office.
 - c) Click the Log In button.
3. On the User Preference/Vacation Notice page:
 - a) Type a brief text of the auto-reply vacation notice in the Message box under the Vacation Notice Information section at the bottom of the screen.

Note: If you have any specific dates that you were out of the office in an existing auto-reply message, please edit the dates prior to enabling the message.

- b) Click the Yes radio button to the right of Enable Vacation Notice at the top of the screen to enable the vacation message.
 - c) Click OK at the bottom of the screen.
4. Click the Log Out link on the User Preferences Menu page.
5. Click OK in the "You have been logged out" alert box.

Now when someone sends you an email, your auto-reply will inform the sender that you are away from the office. **Note:** Only one auto-reply is sent to each sender per week.

To disable an email vacation auto-reply message:

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2. Scroll down to the Account Settings section.
3. Click on the link: [CAMail Account Management Page \(change your password, vacation message, check quota\)](#). This will bring you to the SendMail Server login page: <https://www.camail.harvard.edu:8890/msadm/user/>
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 - a) Type in your Eudora login name, all in lower case letters. The Eudora login name is a combination of: the first initial of your first name, and the first letters of your last name to equal a maximum of 8 characters, e.g. John Harvard would become jharvard.
 - b) Type in your Eudora password, as you use when in the office.
 - c) Click the Log In button.
5. On the User Preference/Vacation Notice page:

- a) Click the No button to the right of Enable Vacation Notice at the top of the screen to disable the vacation message.
- b) Click OK at the bottom of the screen.
6. Click the Log Out link on the User Preferences Menu page.
7. Click OK in the "You have been logged out" alert box.

Now the auto-reply message will not be sent to someone who sends new email to you.

If you need assistance with these instructions, please contact the Help Desk at 617-495-8411 or via email sent to dls@harvard.edu