


Out of Office, or Vacation Filtering, Explained

To setup your out-of-office auto-reply, you need to be within the web-based Staffmail system


- Go to www.staffmail.ed.ac.uk
- You'll be asked for EASE credentials. Login and proceed to the main screen.

- Click the  button, situated on the top of the screen
- What you'll see next will be a list of "rules" or filters, which are basically little programs that react to incoming emails. These can be set to do many different tasks, and unfortunately the vacation filter - which should be a simple enough task - is buried within.



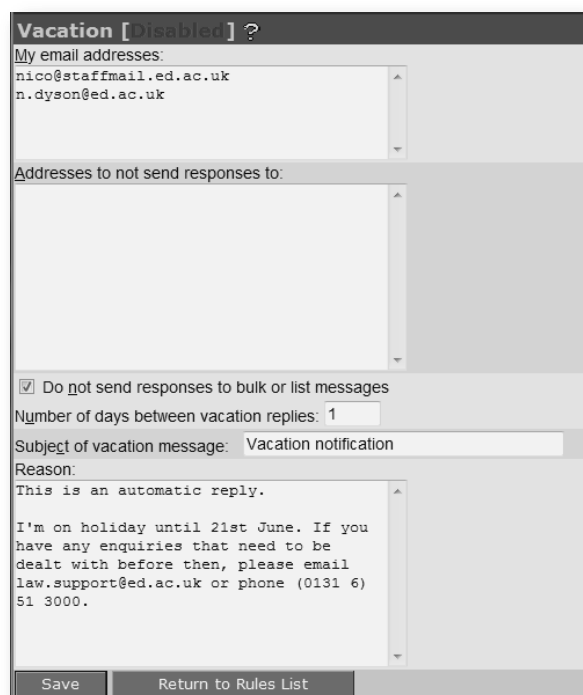
Edit	Rule	Enabled	Move
	1. From contains virgilio.it	<input checked="" type="checkbox"/>	↓ To: <input type="text"/>
	2. From contains f1vscan@staf...	<input checked="" type="checkbox"/>	↑ ↓ To: <input type="text"/>
	3. ✓ Whitelist	<input checked="" type="checkbox"/>	↑ ↓ To: <input type="text"/>
	4. Spam filter	<input checked="" type="checkbox"/>	↑ ↓ To: <input type="text"/>
	5. T. Vacation [disabled - click to enable]	<input checked="" type="checkbox"/>	↑ To: <input type="text"/>

Figure 1 - Rules List

- To proceed, you can either click the word "Vacation" within the rule listing (if you're already got a vacation filter and wish to edit it), or click the  button located at the top of the screen.

Editing the Filter

- Fill in all your email addresses. This is harder than it might seem, as there may be more than one email address that people can contact you with. For example n.dyson@ed.ac.uk, nick.dyson@ed.ac.uk, nico@staffmail.ed.ac.uk. Normally the username@staffmail one is filled in automatically though.
- Ensure that the "number of days between vacation replies" is set to "1".
- Change the "Subject of vacation message" to something more appropriate than the default "Vacation notification" - something along the lines of "Out of office autoreply". This text is used to form the subject of the email that's automatically sent to your correspondent by the filter, and so it's important that this text is reasonably descriptive.
- Fill in "Reason". The text you enter here will form the main body text of the email sent by the filter.
- Once you've filled in the relevant boxes, click the "Save" button.



Vacation [Disabled] ?

My email addresses:
nico@staffmail.ed.ac.uk
n.dyson@ed.ac.uk

Addresses to not send responses to:


Do not send responses to bulk or list messages

Number of days between vacation replies:

Subject of vacation message:


Reason:
This is an automatic reply.
I'm on holiday until 21st June. If you have any enquiries that need to be dealt with before then, please email law.support@ed.ac.uk or phone (0131 6) 51 3000.

Figure 2 - Filter Editing Screen

You're still not done though. Click the  button along the top of the screen, or click the "Return to Rules List" button next to the "Save" button - this will get you back to the list of filters.

The rule is still "disabled" if it has a red cross next to it - click on the red cross and it should now be enabled.

Notes

Note that, in figure 1, the vacation filter comes *after* the spam filter, or any blacklists or whitelists. If your vacation filter appears on the list as a lower number than a spam filter, blacklist or whitelist, use the "Move" arrow  to move the vacation filter so it appears last on the list.