

Creating an Email Away or Vacation Message (Netscape 7)

1. Open the web browser of your choice. In the location bar type in the URL, <http://mail.armstrong.edu/cgi-bin/mailmenu3.pl> and press the *Enter* key.
2. In the text box, type in your AASU mail username without the @mail.armstrong.edu (e.g. jonestom) and click on the *Submit* button.
3. Click on the *Update your account information* link.
4. In the text box, type in your AASU email password and click the *OK* button.
5. Click on the *Add Vacation Message* button or if visible, scroll to the vacation message section of the screen.

The screenshot shows a web form for setting a vacation message. On the left, there is a 'Vacation Message' section with a blue 'help' link. The main form area contains several fields: a 'Message' text area with the text 'I will be out of the office on Thursday, June 27th and Friday, June 28th. I will', a 'Start' time/date field set to '06:00:00 PM Jun 26, 2002', and a 'Stop' time/date field set to '06:00:00 AM Jul 1, 2002'. Below these is a 'Computer Interpretation' section with identical 'Start' and 'Stop' fields. At the bottom of the form is a 'Delete Vacation Message' button. To the right of the form are two buttons: 'Add Vacation Message' and 'Check Dates'. At the very bottom of the page is a 'Submit Changes' button.

6. Type your away or vacation message in the *Message* textbox. Then you're your preferred *Start* and *Stop* times and dates in the corresponding textboxes. The format for the time and date are as follows: **12:00:00 AM Mar 10, 2002**. The date can also be entered **3/10/2002**, but for the best results use the first date format.
7. Click on the *Check Dates* button to confirm the date formatting is correct.
8. Click on the *Submit Changes* button to update your away or vacation message.
9. In the textbox on the next screen, confirm your changes by again typing in your AASU mail password and clicking the *OK* button.
10. To delete your away message do steps 1 – 6, then click on the *Delete Vacation Message* button. Because your vacation message has a *Start* and *Stop* time, deleting the message is not essential.

For addition assistance or information, contact Faculty Support at 961-3238 or via email at facsup@mail.armstrong.edu