

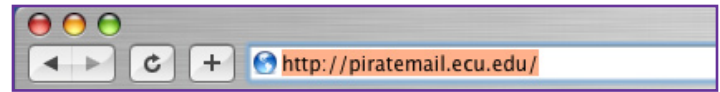
East Carolina University

Macintosh Support -Entourage 2004 - How to set up Out-of-Office Replies

Last Update: 02-07-2006

Step 1

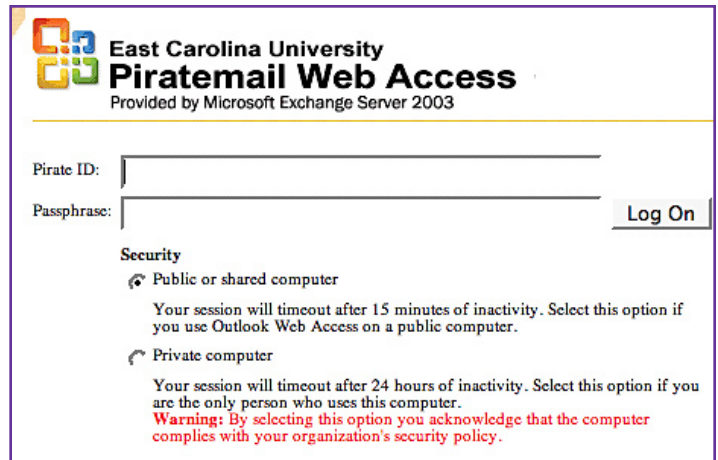
- At this time, Entourage does not support out-of-office replies but it is still available through your PirateMail.
- Launch your web browser. (The images used in these directions are from FireFox.)
- Type in the address to access your mail through the web: <http://piratemail.ecu.edu/>



Type in the pirate mail web address.

Step 2

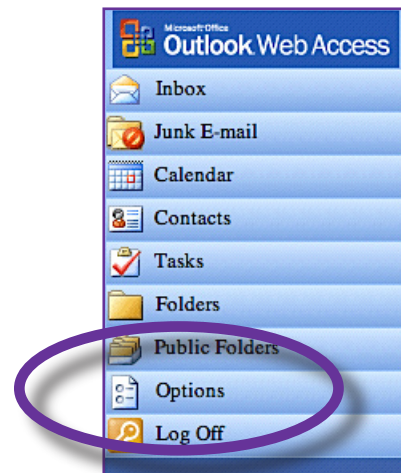
- Name: = PirateID
- Passphrase: = PirateID password



The PirateMail interface.

Step 3

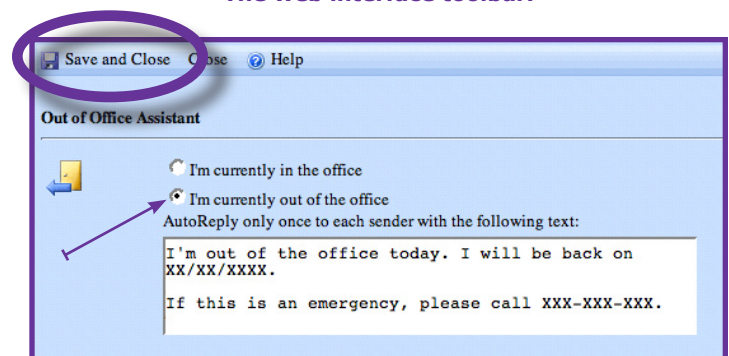
- Click on the "Options" button in the left navigation bar.



The web interface toolbar.

Step 4

- You will now see the Out of Office Assistant at the top of the window.
- Check the radio button that fits your situation.
- Note: if it's "I'm currently out of the office", you can post a small message in the AutoReply. This can be anything you wish to tell your senders.
- Important! Click on the "Save and Close" button just above the Out of Office section or your settings will not be changed.



Out of Office Assistant fields.