

## Setting up Out of Office Replies

### Voicemail

- Press “messages” on your phone and enter your pin.
- Press “4” for setup options.
- Press “1” to change greetings.
- Press “2” to turn on your alternate greeting.
- You will then be prompted to press “1” to set an end date or “#” to leave it on without an end date.
- From there follow the instructions. You will be given an opportunity to record an alternate greeting.

### Email (PC)

- Go to the File tab and click “Automatic Replies”.
- Switch the radio button to “Send automatic replies”.
- Choose the dates and times that you want the automatic reply to go out and type your message.
- You should also choose the “Also send replies to senders outside my organization” tab. Choose “Send automatic replies to all external senders”. You’ll need a reply typed into this field as well.
- Click “OK” to finish.

### Email (Mac)

- Go to “Tools” in the top menu bar and click “Out of Office...”
- Check the box marked “Send automatic replies for account [username@samford.edu](mailto:username@samford.edu)”.
- You can then choose the dates and times you wish the reply to go out. Type your reply.
- Click on the “Outside My Organization” tab. Confirm that it is set to send replies as well by checking the box next to “Auto-reply to people outside my organization” and selecting the radio button “Anyone outside my organization”. You’ll need a reply typed into this field as well.
- Click “OK” to finish.

### Email (Web Client)

- Click the gear icon in the top right corner and choose “Automatic replies”.
- Switch the radio button to “Send automatic replies”.
- Check the box that says, “Send replies only during this time period”. Choose the dates and times that you want to automatic reply to go out and type your message.
- You should also choose “Also send replies to senders outside my organization”. Choose “Send automatic replies to all external senders”. You’ll need a reply typed into this field as well.
- Click “OK” at the top of the window.

## Accessing Voicemail from Off Campus

- Dial your Samford telephone number, i.e. (205)726 plus your 4-digit extension.
- When you hear your voicemail, message press the star key (\*).
- When prompted for your ID, enter your 4-digit extension followed by pound (#).
- Next enter your PIN followed by pound (#).
- From there follow the prompts.