



## Out of Office Setting up a Vacation Command in E-mail

You can configure your Nazareth E-mail account to auto-reply to e-mail messages that are received during your leave. The auto-reply message that you create will be sent to each sender one time during the time that your vacation command is active.

### Login to Orion

In any web browser (Netscape, Firefox, Internet Explorer, and Mozilla) find the field where you would normally type in the URL (http://www.someplace.com) and type one of the following:

**If you are on campus:** `telnet://orion.naz.edu/`

This will automatically launch the **telnet** program included with Windows. A box will appear on your screen and you will see the login prompt.

**AIX Version 5**  
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**login:**

At the **login:** prompt, type your user name, and press `<Enter>`.

A prompt will appear for your password. Enter your confidential password and press `<Enter>`. You have now logged in to the Orion system.

- At **orion.naz.edu%** type `set.vacation`
- A new screen appears, type the away message that you would like sent to each person that sends you e-mail while you have the vacation command in use. If there is already a message, you can use the arrow keys and the backspace key to delete/edit the message.
- Use `Control-X` to exit this procedure
- At **save modified buffer**, type `y`
- At **File Name to write:** press `<Enter>` to save the .vacation.msg file
- If using Zimbra...

- At `orion.naz.edu %`, type `pico .forward` (make sure you have a space between `pico` and the period)
- Use the right arrow to scroll to the end of the line reading (`janedoe1, :"/usr/bin/vacation janedoe1"`), press `<Enter>`
- Type your Zimbra email address (ex: `janedoe1@zimbra.naz.edu`)
- Use `<Control-X>` to exit this procedure
- At the `save modified buffer?` prompt, type `y`
- At `File Name to write:` press `<Enter>`
- At `orion.naz.edu %`, type `chmod 644 .forward` (make sure you have a space before and after the 644) and press `<Enter>`
- Type `lo` and press `<Enter>` to log off.

When you return from vacation, you will need to turn off the auto-reply feature. Log into Orion and at the `orion.naz.edu%` prompt, type `remove.vacation` and press `Enter`.

- If using Zimbra...
  - At `orion.naz.edu %`, type `pico .forward` (make sure you have a space between `pico` and the period)
  - A new screen appears, Type your Zimbra email address (ex: `janedoe1@zimbra.naz.edu`)
  - Use `<Control-X>` to exit this procedure
  - At the `save modified buffer?` prompt, type `y`
  - At `File Name to write:` press `<Enter>`
  - At `orion.naz.edu %`, type `chmod 644 .forward` (make sure you have a space before and after the 644) and press `<Enter>`
- Type `lo` and press `<Enter>` to log off.

If you have any questions please contact the User Support Center at extension **2111** on campus or dial **389-2111** from off campus.