

vacation ooo out of office

Important: To have OoO up and running, I-MATH Zimbra users have to setup OoO **three** times!

- on Zimbra as described below
- on Outlook as described below
- on Outlook even for 'Send replies outside of your organization'

Zimbra

1. Log onto the webmail interface mail.math.uzh.ch
2. Go to `Preferences > Mail > (scroll the big right window down) Receiving Messages > When a message arrives: Send auto-reply message: ...`

Receiving Messages

When a message arrives:

- ☐ Play a sound (requires QuickTime or Windows Media plugin)
- ☐ Highlight the Mail tab
- ☐ Flash the browser title

Forward a copy to:

☐ Don't keep a local copy of messages

Send a notification message to:

☒ **Send auto-reply message:**

I'll be out of town until ~~XX.XX.XXXX~~
and I'll answer your email upon return.

☒ **Start Date**

Start On: ▼

☒ **End Date**

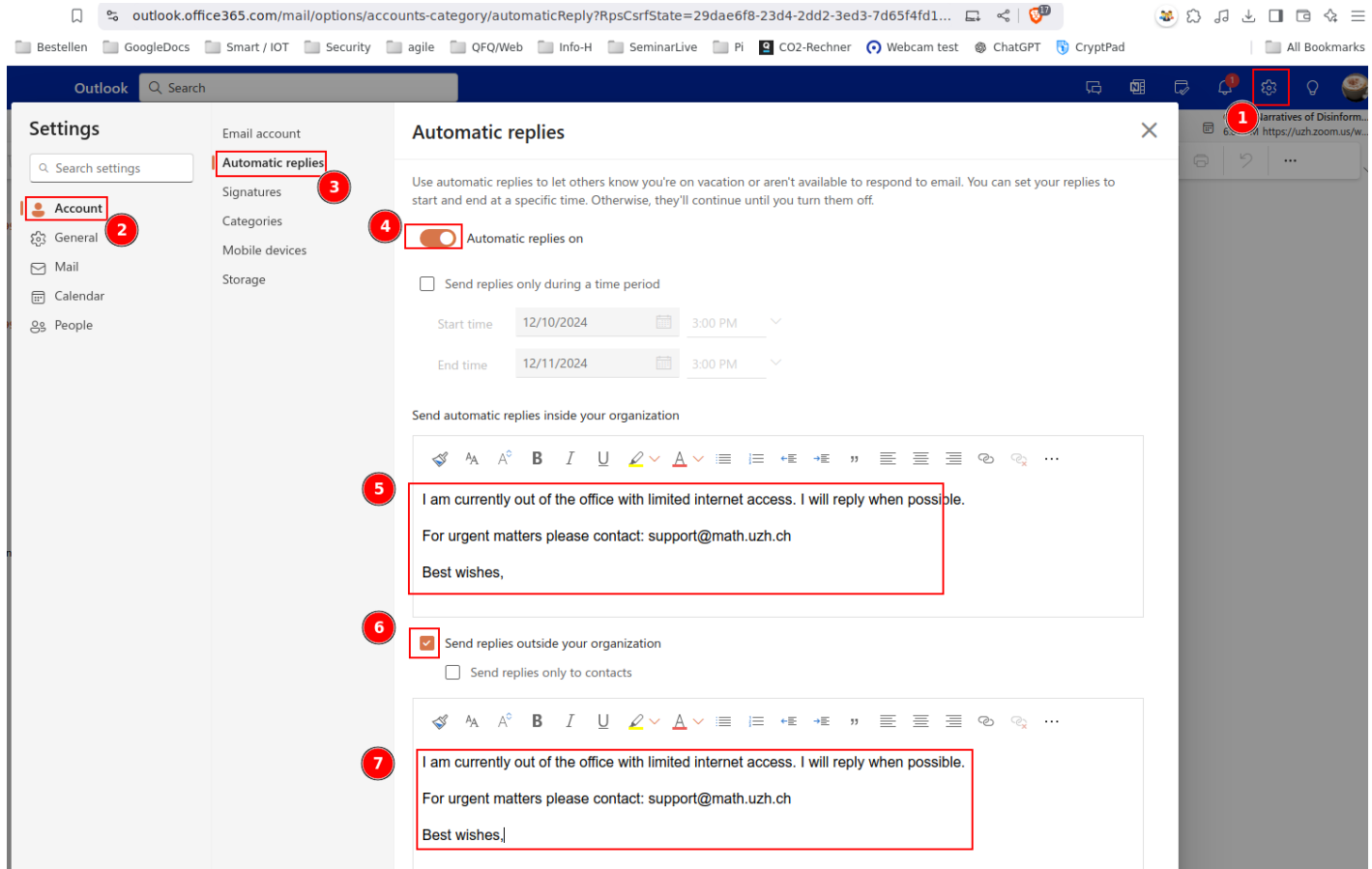
End On: ▼

1. Press `Save`

Please be aware: Notifications will only be sent once a week per person. This means, if you send a testmail to yourself on Monday, you will receive the automatic reply. If you send a second testmail to yourself 5 days later, you will not!

outlook.com

- <https://support.microsoft.com/en-us/office/set-up-auto-reply-out-of-office-cc0e480f-973e-4412-a27b-8a52108d6d51>
- Take care that you put your OoO message **two** times in the 'automatic reply'-Settings:
 - Send automatic replies inside your organization
 - Send replies outside of your organization



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