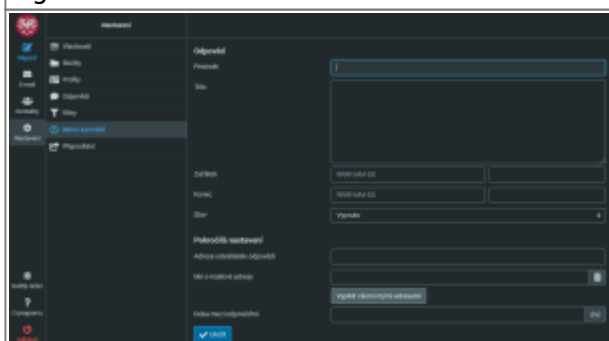


Setting up an auto-reply to send a reply in your absence

Filter **Out-of-office** is useful if you want to automatically reply to emails when you are not present at your workplace or even when you are away from the Internet.

- after logging in to the university email, select the item on the left **Settings** and in the menu that appears **Out-of-office** (Fig 1)
- now set the required data
 - message subject and text
 - start, end of validity, which determines the period when this message is automatically sent (without setting it will always be active)
 - by selecting **Status** option to activate this reply on the selected date.
 - after filling it in, click on **Save**

Fig 1



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