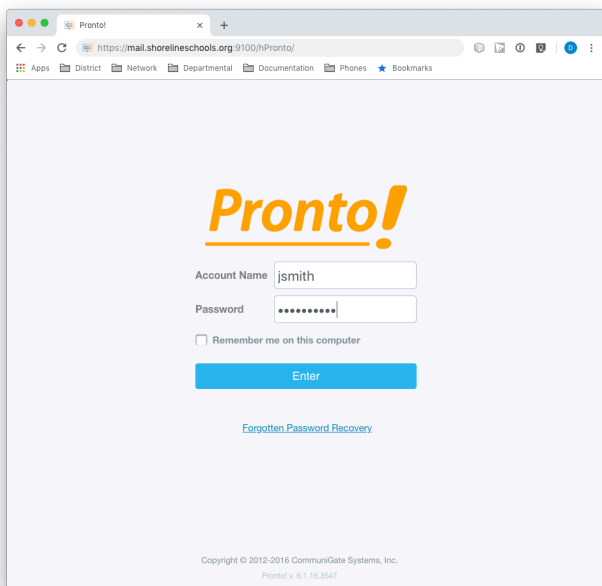


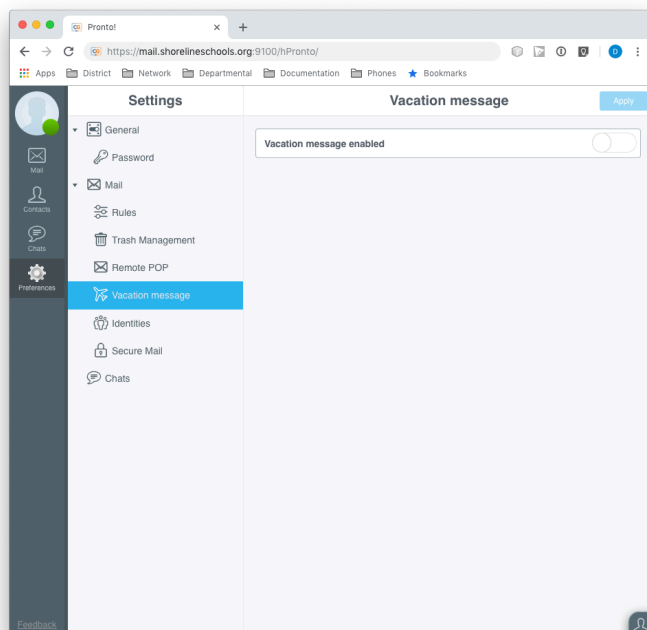
To Setup an Out-Of-Office E-Mail Reply

Setting up an out of office reply is recommended if you will be out of the office longer than your normal email response time or if you will be unreachable and you would like to leave an alternative contact. **In general, it is not recommended that teaching staff leave out of office messages for holidays or over summer break since this will result in a large volume of returned emails to all-staff emails sent out by your school or the district.**

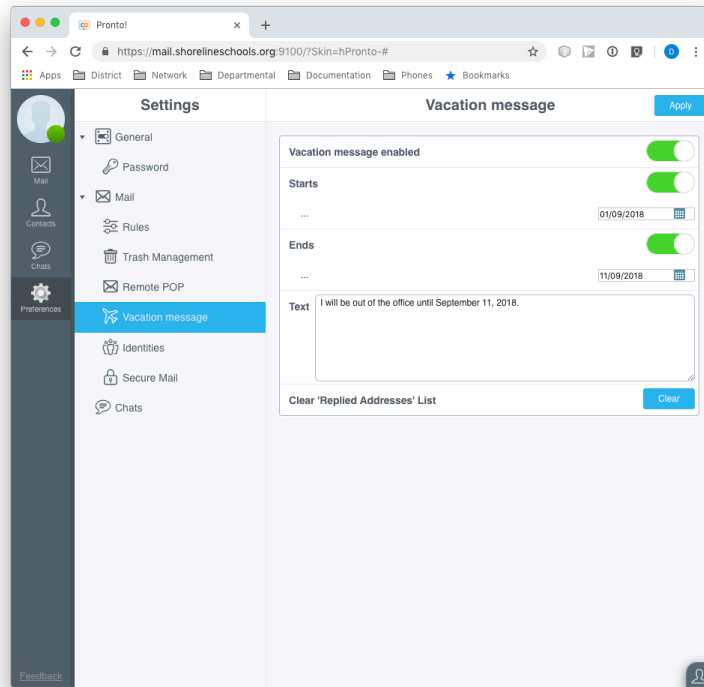
1. In a web browser, visit <https://mail.shorelineschools.org:9100/hPronto/>. Enter your district network account credentials (username and password) and click on “Enter.”



2. On the left pane, click on “Preferences” and then select “Vacation message.”



3. In the Vacation message settings screen, click on right button to activate. Other options will appear including start and end dates for the replies. Click on the appropriate button to activate those options. (**Note:** It is helpful to include in your message the dates that you will be gone and who if anyone can help if needed in your absence.)



4. Enter in the text that you want to appear in replied e-mails. (**Important:** When you are done, you must click the “**Apply**” button at the top of the window or the changes will not be active).
5. Quit out of the browser.
6. The vacation message will automatically be sent in reply to all e-mails received for the given time period.