

Webmail: Setting a vacation message

To set a Vacation Message on your account follow these steps:

1. Inside AKO open your 'My Account' menu.
2. Select 'Vacation Message'
3. Enter the information as desired.
4. Check the box at the top of the page to enable your vacation message.
5. Click Submit.

You may receive an error when doing this that reads, "An error occurred while updating your account: Please try back shortly or contact the Help Desk by clicking on the Help link above."

If you see this error please use the following work-around.

1. Log in to webmail 2.0 (*if this is not your default please [click here](#) to access it*)
2. Click on 'Options' in the lower left and then select 'Vacation Message'
3. Enter the information as desired.
4. Check the box at the top of the page to enable your vacation message.
5. Click Save Preferences.