Setting Out of Office on Mac Mail

**Mac Mail for OS 10.6**

Please go to the Web App (http://office365.unomaha.edu) and set your **Out of Office**. There is no internal way to set **Out of Office** using this client.

**Mac Mail for OS 10.7**

1. Right click or Ctrl click on your UNO inbox and select **Out of Office**...

![Out of Office in Mac Mail](image1.png)

2. You will see the following window. Set the desired settings. Internal replies will go to people contacting you with a @unomaha.edu email address, external replies will go to all other messages.

![Out of Office settings in Mac Mail](image2.png)

3. Once you are finished close the window by clicking the red button.