



How Do I Create a Vacation Message using WebMail?

1. In your Netscape browser type <http://webmail.montclair.edu> as the URL address.
2. Type in your mail username.
3. Type in your mail password.
4. Click on **Login**.
5. Click on the **Options** tab in the upper right corner.
6. Click on the **Vacation Message** tab on the left panel.
7. Type in your desired vacation message.
8. Click on **Save Changes**.

Note: To remove a vacation message, follow the first six steps above and click on **Reset**.