

# Setting an Email Vacation Message

To set your vacation message in MCommunity:

1. Go to <http://mcommunity.umich.edu>

Guest [Log In](#) | [Help](#)

2. Click [Log In](#) at the top-right.

3. Login if prompted.

[My Profile](#) | [My Groups](#) | [Log Out](#) | [Help](#)

4. Click [My Profile](#) at the top-right.

The screenshot shows the user profile settings interface. At the top, there are navigation tabs for 'Profile', 'Groups', and 'Settings', along with a 'Logged-In View' dropdown. The 'Away Message' section is highlighted in yellow and contains a text area for the message and an 'Edit' link. Below it is the 'Title and Affiliation' section with a 'More Info' link.

5. Click the [Edit](#) link.

6. After typing your message, click [On](#) to enable it.  
Now click [Save](#).

The screenshot shows the 'Away Message' settings dialog box. It has a text area for the message and radio buttons for 'On' and 'Off'. The 'On' radio button is selected. Below the text area are 'Save' and 'Cancel' buttons.

7. Click [Log Out](#) at the top-right.

[Home](#) | [My Profile](#) | [My Groups](#) | [Log Out](#) | [Help](#)