## Setting Automatic Replies in Webmail



## Abstract

Use automatic replies whenever you want to let people who send you email know that you won't be responding to their messages right away. This is useful when you are out of the office or on retreat for an extended time. After automatic replies are turned on, they'll be sent once to each individual who e-mails you.

Provided by SSND IT Department

1. After logging into webmail, click **Options** located on the top, right hand side.



2. Click **Set Automatic Replies...** from the menu that appears.

		Find Someone	Options *	1
	Op	otions		
$\rightarrow$		Set Automatic Replie	S	
		Change Your Passwo	rd	
		Create an Inbox Rule		
		See All Options		
	Se	lect a Theme		
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3. The Organize E-mail option appears. Click the Send automatic replies option.

Account Organize E-Mail	Inbox Rules Automatic Replies
Groups	
Settings	Automatic Replies
Phone	Create automatic reply (Out of Office) messages here. You can send replies to senders the whole time you're away or for a specific period of time.
Block or Allow	<ul> <li>Don't send automatic replies</li> <li>Send automatic replies</li> <li>Send replies only during this time period:</li> </ul>
	Start time: Thu 1/2/2014 12:00 AM
	End time: Fri 1/3/2014 12:00 AM

4. Click the "Send replies only during this time period" option. Then, set the Start time and the End time of your repies.

Create automatic I	eply (Out of Office)	messages here. Yo	ou can se	end replies to senders the whole time you're away or for a specific period o
○ Don't send auto	matic replies			
<ul> <li>Send automatic</li> </ul>	replies			
Send replies	only during this tin	ne period:		]
Send replies	only during this tin Mon 1/13/2014	ne period: • 12:00 AM	~	

5. Type in the message you would like to automatically be sent to individuals within the organization (anyone with an ssndcp.org e-mail address).

Don't send auto	omatic replies																										
Send automatio	replies																										
<ul> <li>Send replies</li> </ul>	s only during this tir	me peri	od:																								
Start time:	Mon 1/13/2014	•	12:00 AM	~	•																						
End time:	Fri 1/17/2014	•	12:00 AM	~	•																						
Send a reply or	nce to each sender i	inside n	ny organiz	ation	with t	he fo	llowing	g mess	sage:																		
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T will be on r	etreat from Monday	. Janua	rv 13th -	Fridav	Jani	Jarv 1	7th. D	urina	this tir	ne, I v	will no	t have	acce	ss to e	e-mail	but lo	ook fo	orwar	d to i	respo	ondin	a to v	vour	mess	ade i	upon	

6. Move down using the scrollbar to see the next section. The system is set to send automatic replies to senders outside the organization as well. Type in the message you would like to automatically be sent to individuals without an ssndcp.org e-mail address. Or, if you don't want an auto reply message to be sent to anyone outside the organization, click the box next to Send automatic reply messages to senders outside my organization to uncheck it. The same message can be sent to people inside the organization and outside the organization.

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I will be on retreat my return.	from Monda	y, Janua	ry 13	th - Fi	iday, Ja	anuary	17th. D	uring	this tin	ne, I wil	ll not	: have a	access	to e-	-mail b	ut lo	ok fo	orward	l to re	spon	ding t	o yo	ur n	nessa	age upo	on
☑ Send automatic re	ply message	es to sen	ders (	outsid	e my or	ganizat	ion																			
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7. Click the **Save** option once you are finished setting your auto replies. All senders will receive your auto reply message when they try to contact you during the time you specified.



8. Click **Mail** in the top, left hand corner to return to your Inbox.



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