Setting Automatic Replies in Webmail

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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.
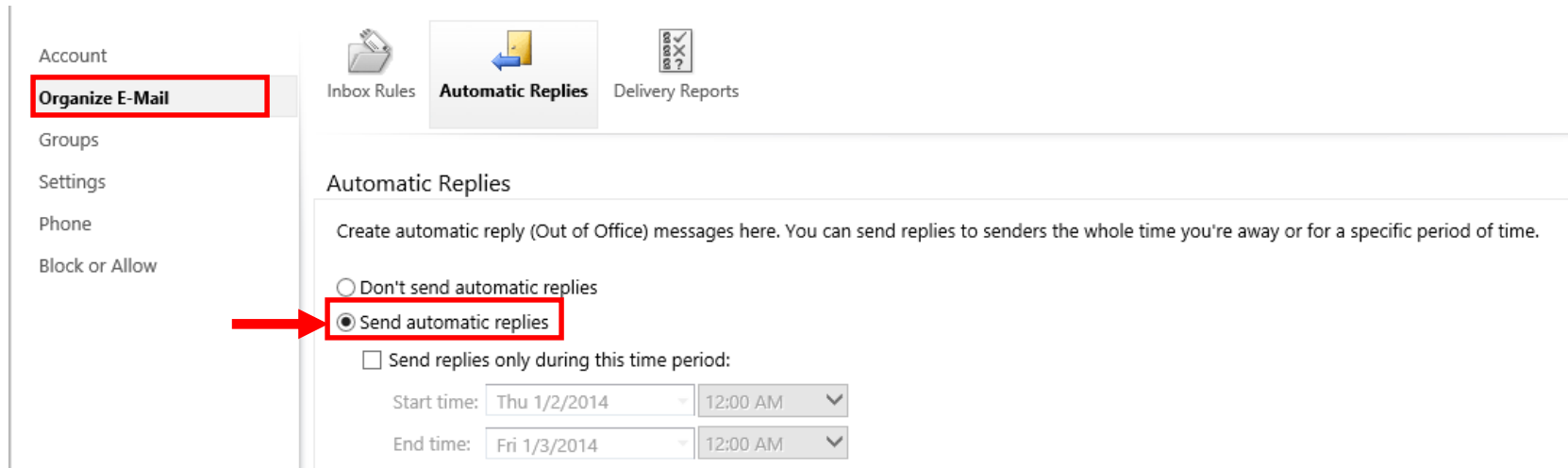
Provided by SSND IT Department

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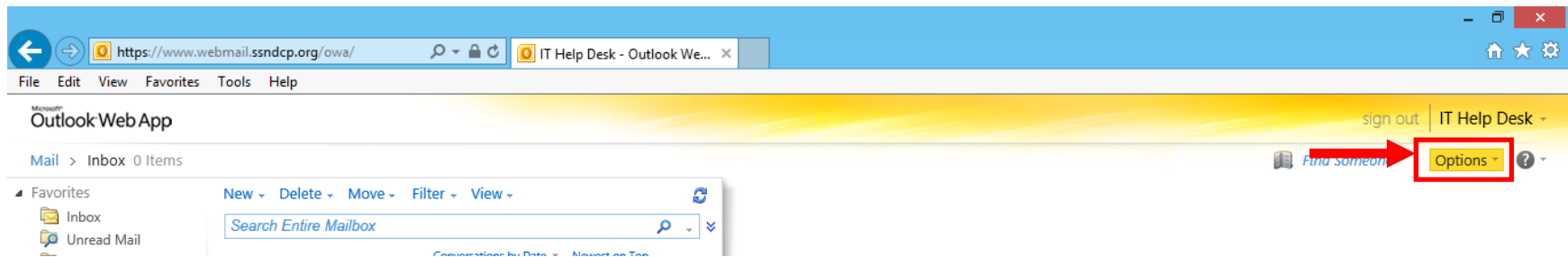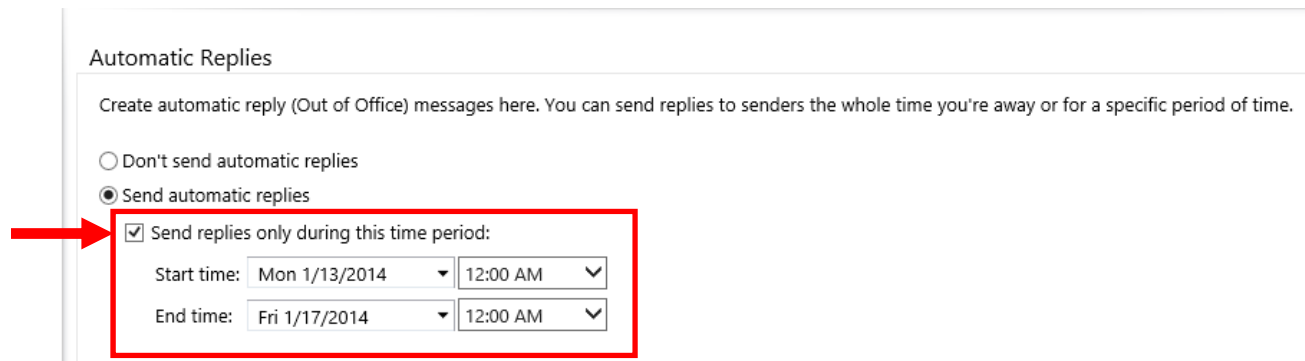

2. Click **Set Automatic Replies…** from the menu that appears.
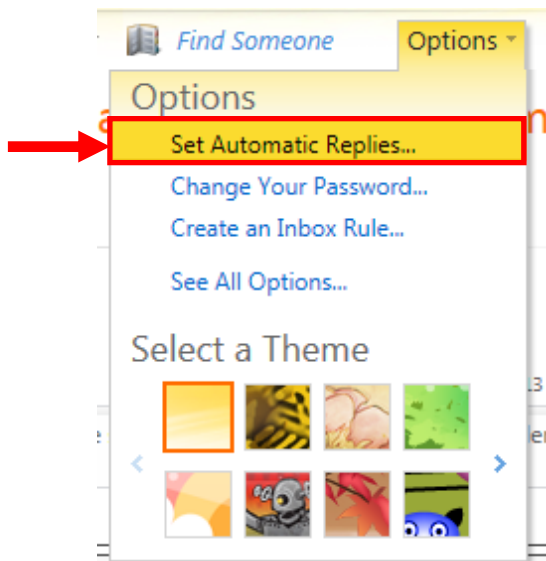
3. The Organize E-mail option appears. Click the **Send automatic replies** option**.**

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

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).

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.

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.