

# Setting Automatic Replies in Webmail

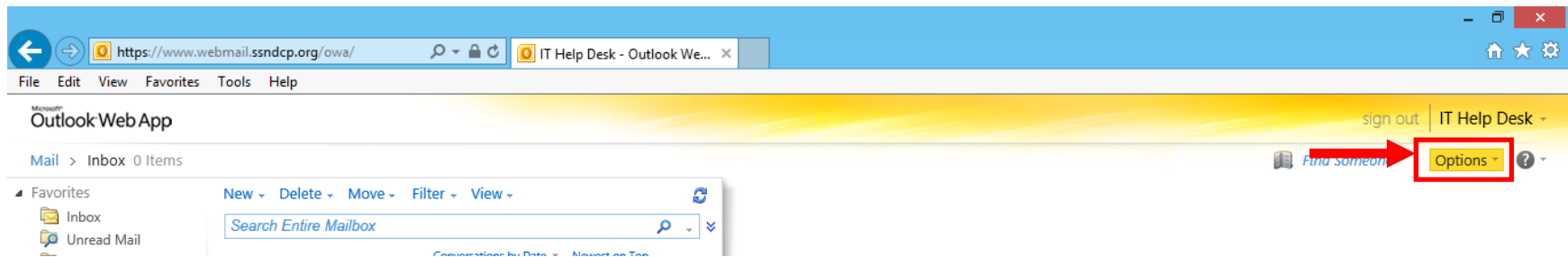


## [Abstract](#)

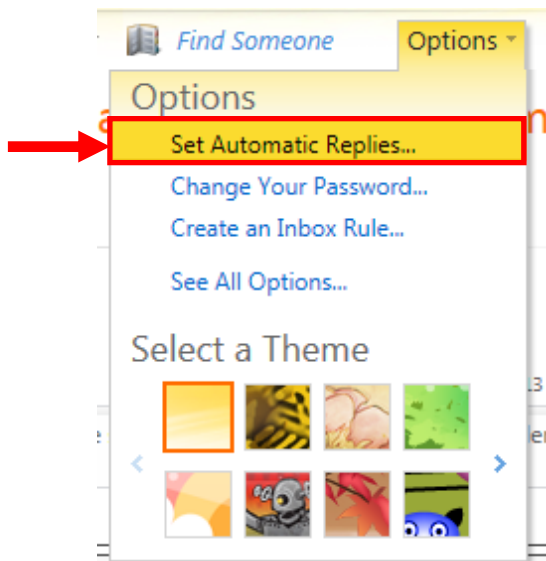
Use automatic replies whenever you want to let people who send you email know that you won't be responding to their messages right away. This is useful when you are out of the office or on retreat for an extended time. After automatic replies are turned on, they'll be sent once to each individual who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

Provided by SSND IT Department

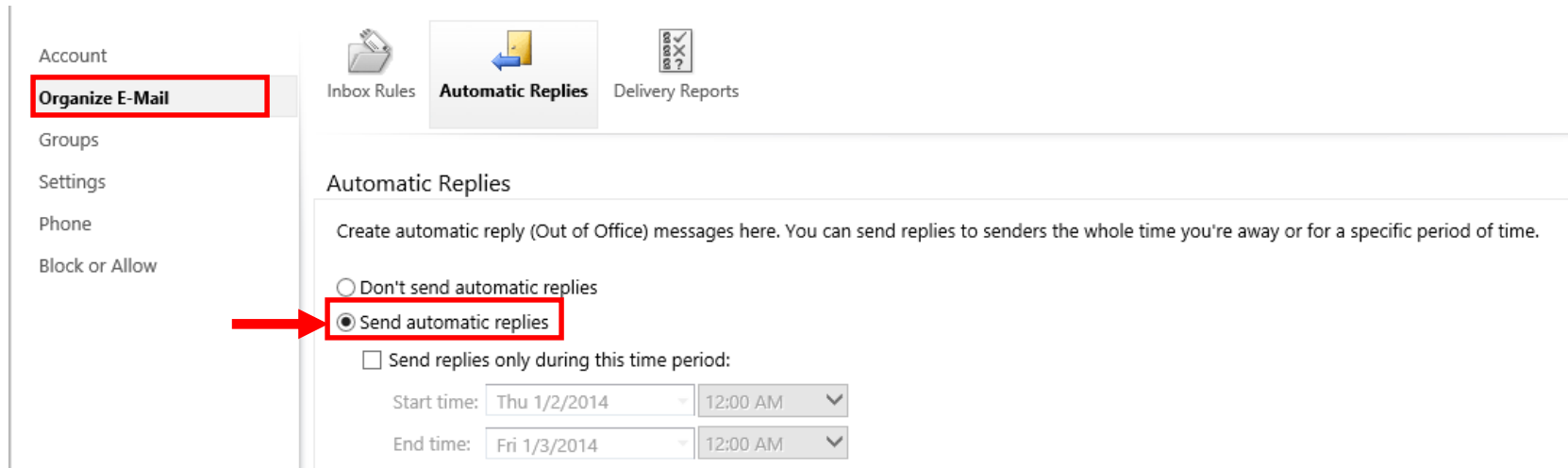
1. After logging into webmail, click **Options** located on the top, right hand side.



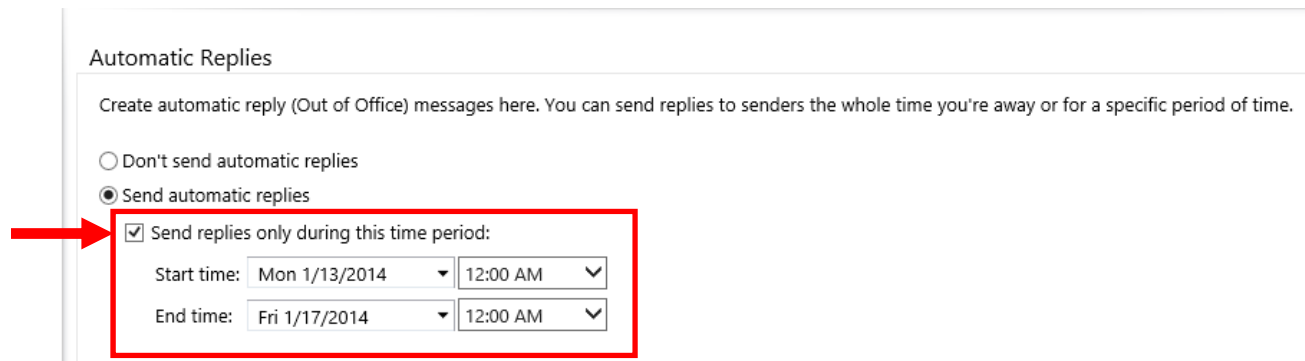
2. Click **Set Automatic Replies...** from the menu that appears.



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 replies.



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).

Automatic Replies

Don't send automatic replies

Send automatic replies

Send replies only during this time period:

Start time: Mon 1/13/2014 12:00 AM

End time: Fri 1/17/2014 12:00 AM

Send a reply once to each sender inside my organization with the following message:

Tahoma 10 B I U abc [Rich Text Editor]

I will be on retreat from Monday, January 13th - Friday, January 17th. During this time, I will not have access to e-mail but look forward to responding to your message upon my return.

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.

Automatic Replies

Tahoma 10 B I U abc [Rich Text Editor]

I will be on retreat from Monday, January 13th - Friday, January 17th. During this time, I will not have access to e-mail but look forward to responding to your message upon my return.

Send automatic reply messages to senders outside my organization

Send replies only to senders in my Contacts list

Send replies to all external senders

Send a reply once to each sender outside my organization with the following message:

Tahoma 10 B I U abc [Rich Text Editor]

I will be on retreat from Monday, January 13th - Friday, January 17th. During this time, I will not have access to e-mail but look forward to responding to your message upon my return.

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.

Send automatic reply messages to senders outside my organization


Send replies only to senders in my Contacts list

Send replies to all external senders

Send a reply once to each sender outside my organization with the following message:

Tahoma 10 **B** **I** **U** abc [List Icons] [Link Icon] [Image Icon] [Video Icon] [Audio Icon] [Text Icon] [Undo Icon] [Redo Icon] [Send Icon] [Close Icon]

I will be on retreat from Monday, January 13th - Friday, January 17th. During this time, I will not have access to e-mail but look forward to responding to your message upon my return.

 **Save**

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

