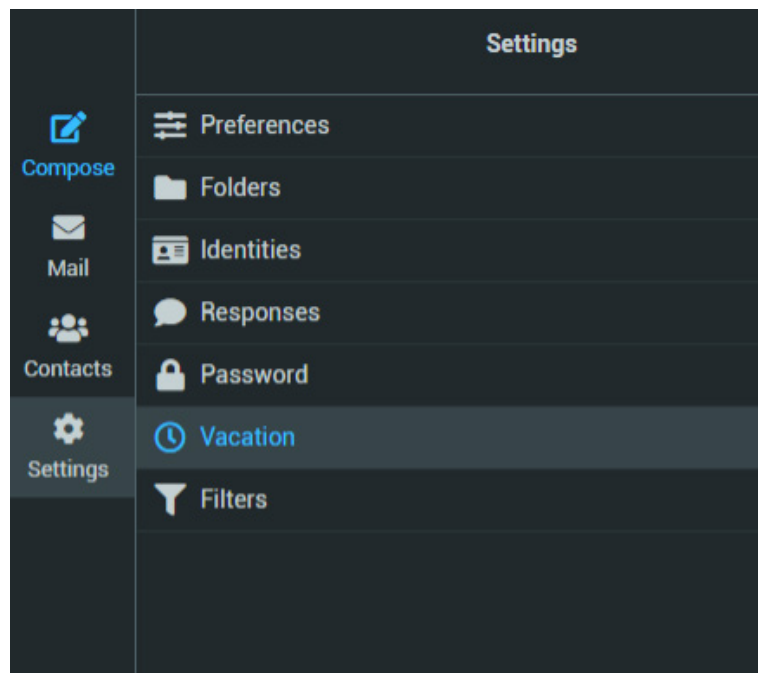


Setting up an Autoreply or Out of Office Message in 2oi Webmail

To set up an Autoreply or Out of Office message in webmail you need to:

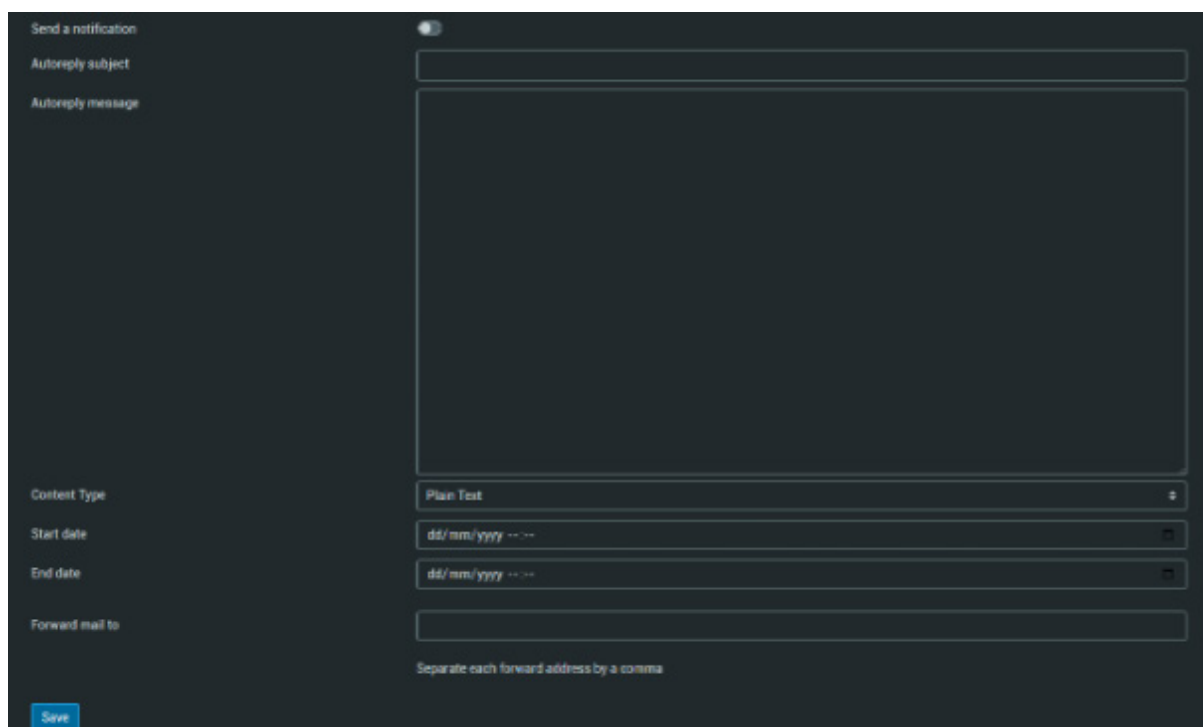
Step 1

- Click on Settings and then choose Vacation.



Step 2

- On the right hand side, this will open the box for you to fill in the details.

A screenshot of the 2oi Webmail 'Vacation' setup form. The form is divided into two main sections. The left section contains labels for 'Send a notification', 'Autoreply subject', 'Autoreply message', 'Content Type', 'Start date', 'End date', and 'Forward mail to'. The right section contains the corresponding input fields: a text box for the subject, a large text area for the message, a dropdown menu for 'Content Type' (currently set to 'Plain Text'), date pickers for 'Start date' and 'End date' (both showing 'dd/mm/yyyy -- --'), and a text box for 'Forward mail to'. At the bottom of the form is a 'Save' button. A small note at the bottom right states 'Separate each forward address by a comma'.

Setting up an Autoreply or Out of Office Message in 2oi Webmail

Step 3

- Switch Send Notification on. **Leaving this off will not send any messages out!**

Step 4

- In Autoreply Subject, type Out of Office, or whatever feels right to you. This is going to be the subject line of the outgoing email.

Step 5

- Autoreply Message is the body of the text, so add everything you want to tell the recipient here. Things like when you will be back, who to contact in the interim, that sort of thing.

Step 6

- Content Type, either leave this as Plain Text (this has zero formatting) or change to HTML (*which allows you to change font size, colour and type*). This is down to personal preference.

Step 7

- Start Date and End Date are self explanatory.

Step 8

- Forward Mail To allows you to forward the incoming message to another address or addresses. If you are sending to multiple addresses, separate each one with a comma.

Step 9

- When done, click Save and your Out of Office will now be switched on.