

Setting up an Automatic Reply

This feature allows you to automatically send a reply to all incoming messages. This feature is useful when you are away from your mailbox for any length of time (e.g. on vacation).

Note: The system replies automatically only to those messages that are addressed directly to the user. Messages sent through distribution lists are not replied to.

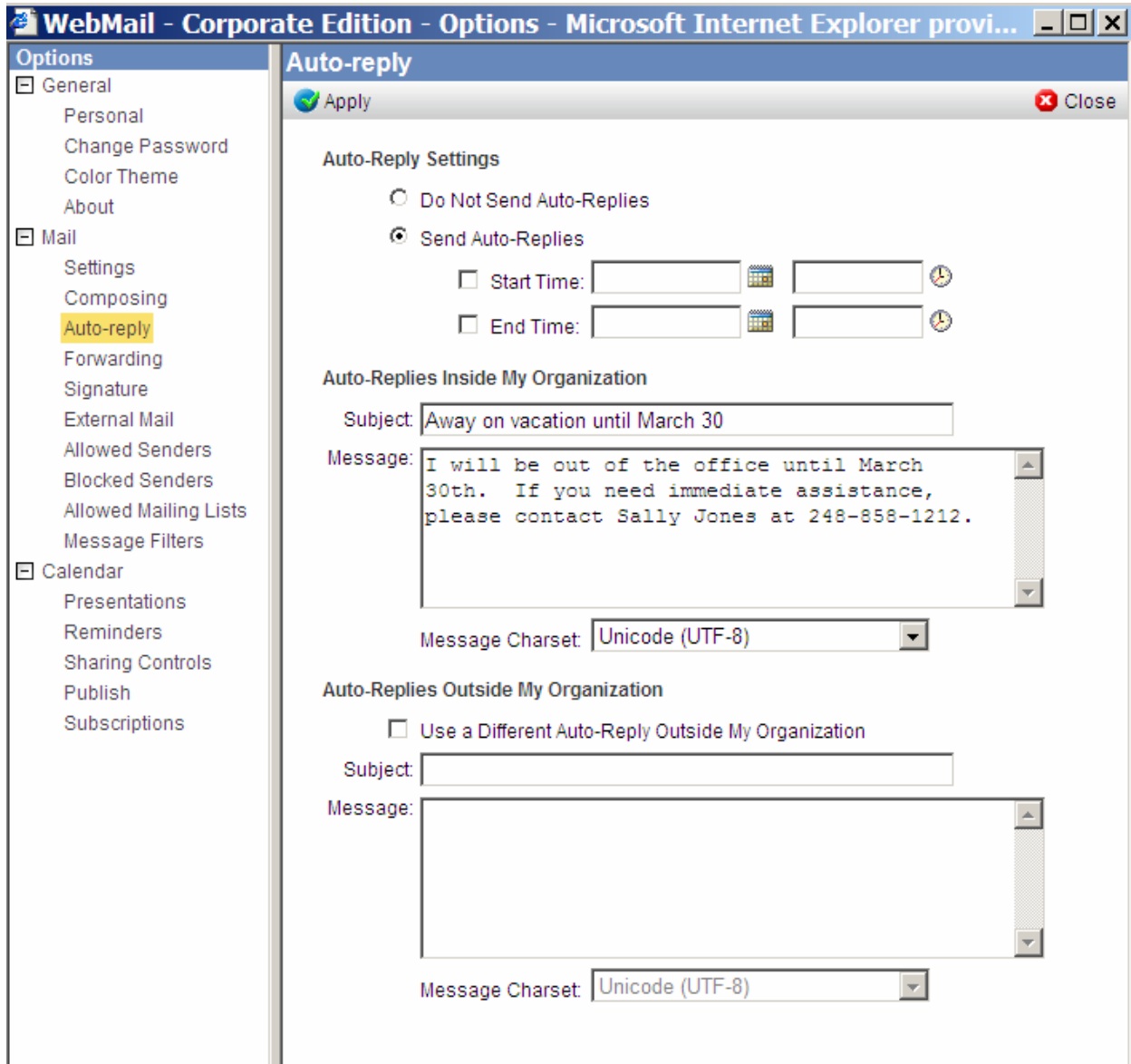
If you have already configured Automatic Forwarding, you must stop it to make Automatic Reply work. Please refer to [Setting up Automatic Forwarding](#) instructions for stopping Automatic Forwarding.

Starting Automatic Reply

1. Log in to Webmail at **https://mail.oakgov.com**.
2. From the **Webmail** screen, click the **Options** link found near the top right corner of the web page.
3. From the **Mail** option, click the **Auto-reply** link.
4. From the **Auto-Reply Settings** section, click the **Send Auto-Replies** radio button.
 - a. From the **Start Time:** text box, type the **date**. If you want auto-reply to start immediately, there is no need to enter a Start Time.
 - b. The time defaults to 12:00 AM, or type the **time** in the second text box. The checkbox in front of **Start Time:** will automatically populate.
 - c. From the **End Time:** text box, type the **date**. If you want auto-reply enabled indefinitely, do not enter an End Time.
 - d. The time defaults to 12:00 AM, or type the **time** in the second text box. The checkbox in front of **End Time:** will automatically populate.
5. From the **Auto-Replies Inside My Organization** section, type a description for your reply message in the **Subject** text box (e.g. Away on vacation until March 30th). The Subject line cannot be blank (it will default to **Out of Office**).
6. Type the body of the message in the **Message** text box (e.g. I will be out of the office until March 30th. If you need immediate assistance, please contact Sally Jones at 248-858-1212.)
7. From the **Auto-Replies Outside My Organization**, click the checkbox next to **Use a Different Auto-Reply Outside My Organization**.
8. Type a description for your reply message in the **Subject** text box.

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9. Type the body of the message in the **Message** text box.
10. Click the **Apply** button to activate the message as an automatic reply.



The screenshot shows the 'Auto-reply' settings window in a Microsoft Internet Explorer browser. The window title is 'WebMail - Corporate Edition - Options - Microsoft Internet Explorer provi...'. The left sidebar shows the 'Options' menu with 'Auto-reply' selected under the 'Mail' category. The main content area is titled 'Auto-reply' and contains the following settings:

- Auto-Reply Settings:**
 - Do Not Send Auto-Replies
 - Send Auto-Replies
 - Start Time: [] [] [] []
 - End Time: [] [] [] []
- Auto-Replies Inside My Organization:**
 - Subject:
 - Message:
 - Message Charset:
- Auto-Replies Outside My Organization:**
 - Use a Different Auto-Reply Outside My Organization
 - Subject:
 - Message:
 - Message Charset:

11. You will receive an **Auto-reply: Automatic reply has been set up for your account** message confirming that your automatic reply has been activated.
12. Click the **Close** button.
13. Click the **Sign Out** link to exit Webmail.

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Stopping Automatic Reply

You can easily turn this feature off, canceling the automatic reply.

1. Follow steps 1 through 3 from above.
2. From the **Auto-Reply Settings** section, click the **Do Not Send Auto-Replies** radio button.
3. Click the **Apply** button.
4. You will receive an **Auto-reply: Automatic reply has been stopped for your account** message confirming that your automatic reply has been deactivated.
5. Click the **Close** button.
6. Click the **Sign Out** link to exit Webmail.

If you have any questions, please contact the IT Service Center at (248) 858-8812.

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