How to configure the Out of Office E-mail Responder

To configure the **Vacation\Out of Office Responder** please use the following steps:

1. From the Inbox Module click on **Tools -> Account Settings**.
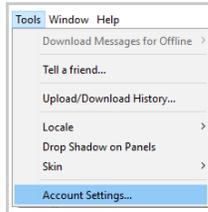
2. On the left side click on the **Vacation Responder** option.
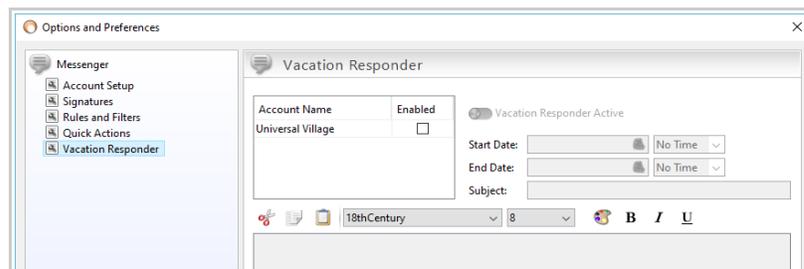
3. Select the e-mail account that you want to enable the "out of office" message.
    Make sure the option **Vacation Responder Active** is green (enabled).
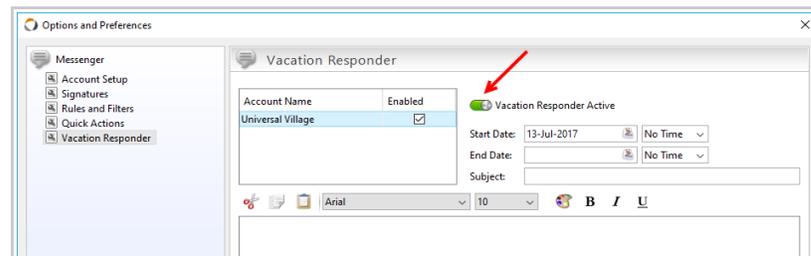
    Enter the **Start Date** of when the Vacation Responder should begin.
    If needed you can add a **time** too.
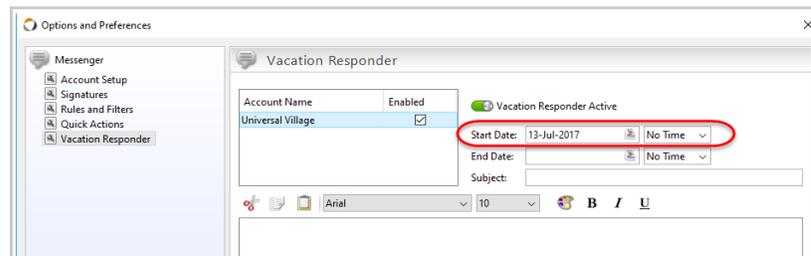
    It's not mandatory but you can enter the **End Date** of when the Vacation Responder should stop.
    If needed you can add a **time** too.
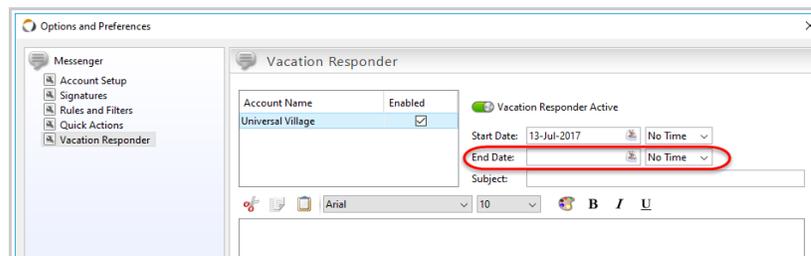
Enter the **Subject** of the Vacation Responder e-mail your recipients will receive.
Finally type the message.
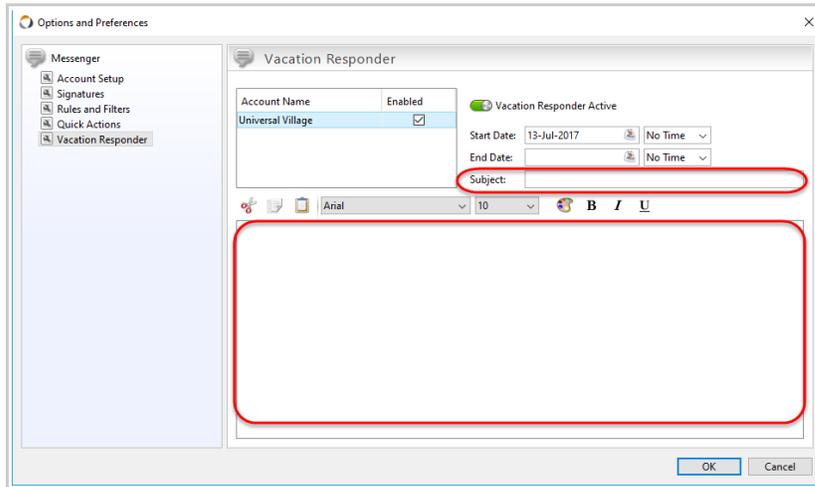
4. Click on the **OK** button to <u>**save**</u> your changes.
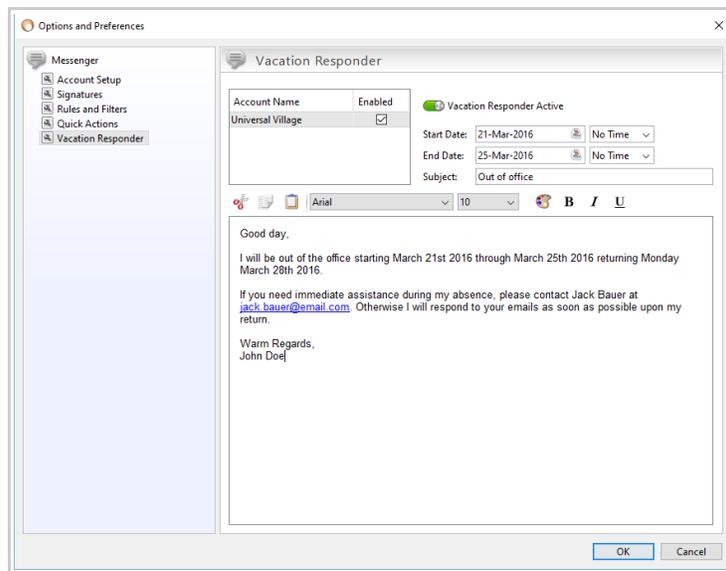
Take note: *the vacation responder will be sent <u>**once per day**</u> to the contact who sent you an e-mail. This avoids any duplicates of your out of office e-mail to be sent to the contacts Inbox.*