

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.

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Account seup Gisignatures Rules and Filters Quick Actions Quick Actions Vacation Responder	Account Name Universal Village	Enabled	Vacation Responder Active Start Date: End Date: Subject:	

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).

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Messenger	🥏 Vacation Res	ponder	
Account Setup Signatures Rules and Filters Outlet Actions	Account Name Universal Village	Enabled	Vacation Responder Active
Vacation Responder			Start Date: 13-Jul-2017 Image: Constraint of the start of the sta
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Enter the **Start Date** of when the Vacation Responder should begin. If needed you can add a **time** too.

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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.

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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.

Account Name						
Universal Village	Enabled	Start Date: End Date:	ion Responder A 21-Mar-2016 25-Mar-2016	Active E	No Time	• •
		Subject:	Out of office			
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If you need immedia <u>Jack bauer@email.c</u> return. Warm Regards, John Doel	te assistance du om. Otherwise I	iring my abs will respond	ence, please c to your emails	iontact Ja as soon :	ck Bauer as possib	at el upon my

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.