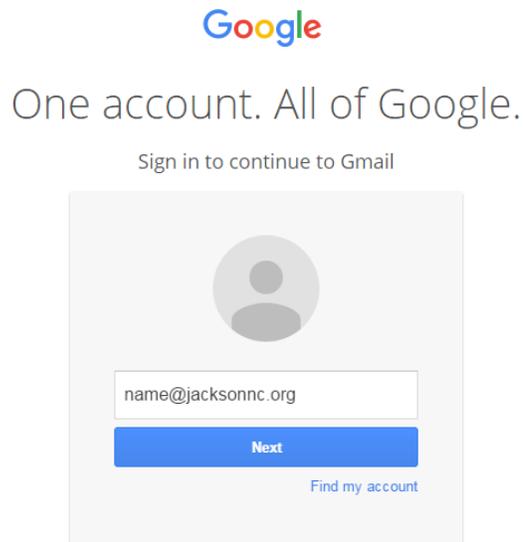
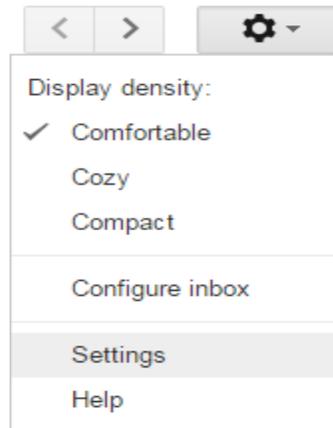


Setting up automatic Vacation/out of office email responder

- Log into your Webmail



- Click "Settings"



- Scroll all the way to the bottom of the page until you see "Vacation Responder"

Vacation responder:
(sends an automated reply to incoming messages. If a contact sends you several messages, this automated reply will be sent at most once every 4 days)
[Learn more](#)

Vacation responder off
 Vacation responder on

First day: Last day:

Subject:

Message:

Sans Serif | T | B | I | U | A | | | | | |

[« Plain Text](#)

Only send a response to people in my Contacts
 Only send a response to people in Jackson County North Carolina

- Checkmark “Last day” and enter the date you will be back in office. Use the “Subject” and “Message” fields to complete the responding email.