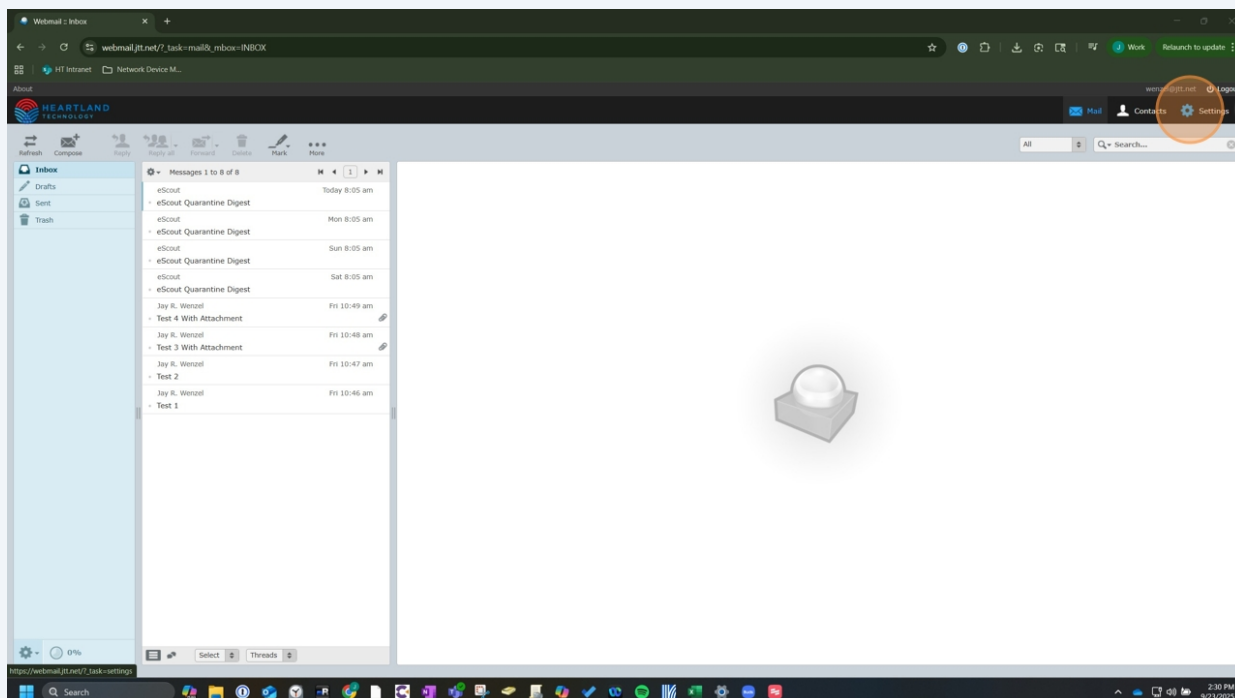
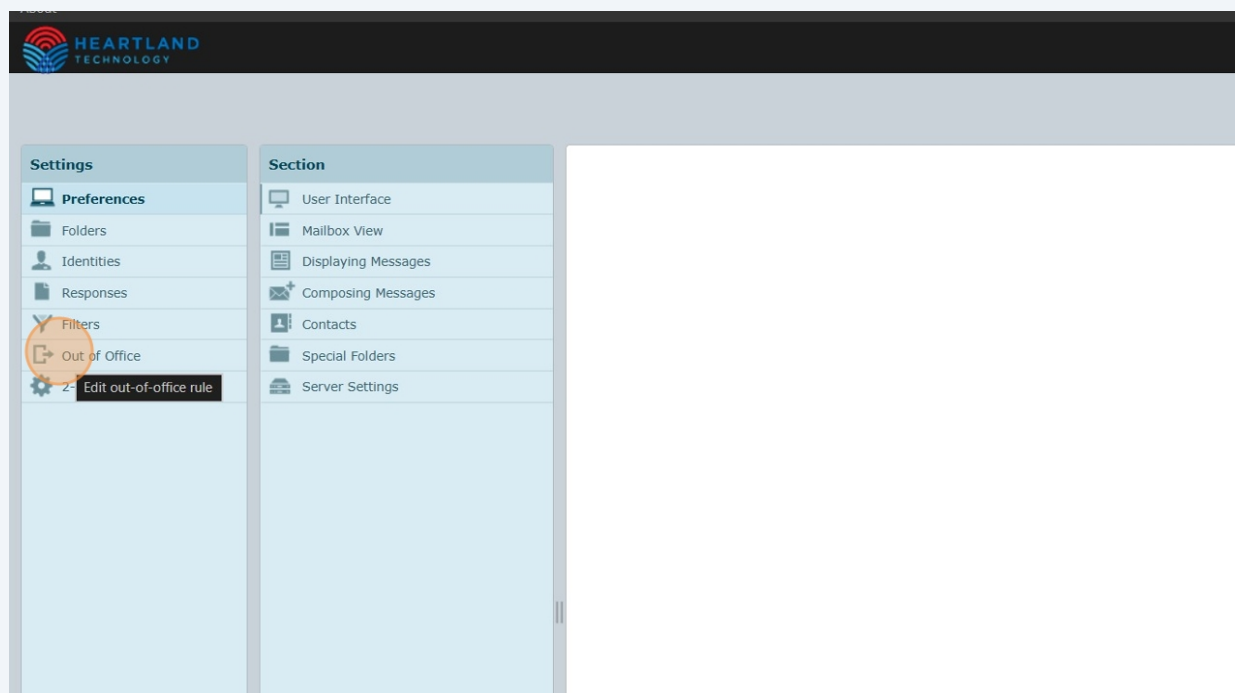


Auto Reply & E-Mail Forwarding

- 1 Log into Webmail and click the Settings gear icon.



- 2 Click "Out of Office" in the left menu.



3

Here you'll craft your reply email. Enter the Subject, Body, Start and End time, turn the Status "On" and click "Save".

Example:

Subject: *New Email Address*

Body: Please send all new correspondence to my new email address (Your Email)@gmail.com

Thank You,
(Your Name)

Settings

- Preferences
- Folders
- Identities
- Responses
- Filters
- Out of Office**
- 2-Factor Authentication

Out of Office

Reply message Advanced settings

Subject New Email Address

Body Please send all new correspondence to my new email address at testing123@gmail.com.
Thank you,
Jay Wenzel

Start time 2025-09-24

End time 2026-01-01

Status On

Save

4

To setup Auto Forward, click "Advanced Settings"

Settings

- Preferences
- Folders
- Identities
- Responses
- Filters
- Out of Office**
- 2-Factor Authentication

Out of Office

Reply message Advanced settings

Subject

Body

Start time

End time

Status

Save

5

In the "Incoming message action" click the drop down menu and select "Redirect to"

Office

Only message **Advanced settings**

My sender address

My email addresses

My interval days

Incoming message action

Keep ▼
Keep
Discard
Redirect to
Send copy to

Save

6

Click here and enter you "New E-Mail Address"

Advanced settings

days

Redirect to ▼

7 Then click "Save"

Settings

- Preferences
- Folders
- Identities
- Responses
- Filters
- Out of Office**
- 2-Factor Authentication

Out of Office

Reply message | **Advanced settings**

Reply sender address: anthony@jtt.net

My e-mail addresses: anthony@jtt.net

Reply interval: days

Incoming message action: Redirect to **ajbahe@gmail.com**

Save



Once set up, any incoming email will automatically generate a reply using the information you provided in the Out of Office message and forward a copy to your new email address.

New Email Address Summarize

wenzel@jtt.net
To: Jay R. Wenzel

Please send all new correspondence to my new email address at testing123@gmail.com.

Thank you,

Jay Wenzel

Reply Forward