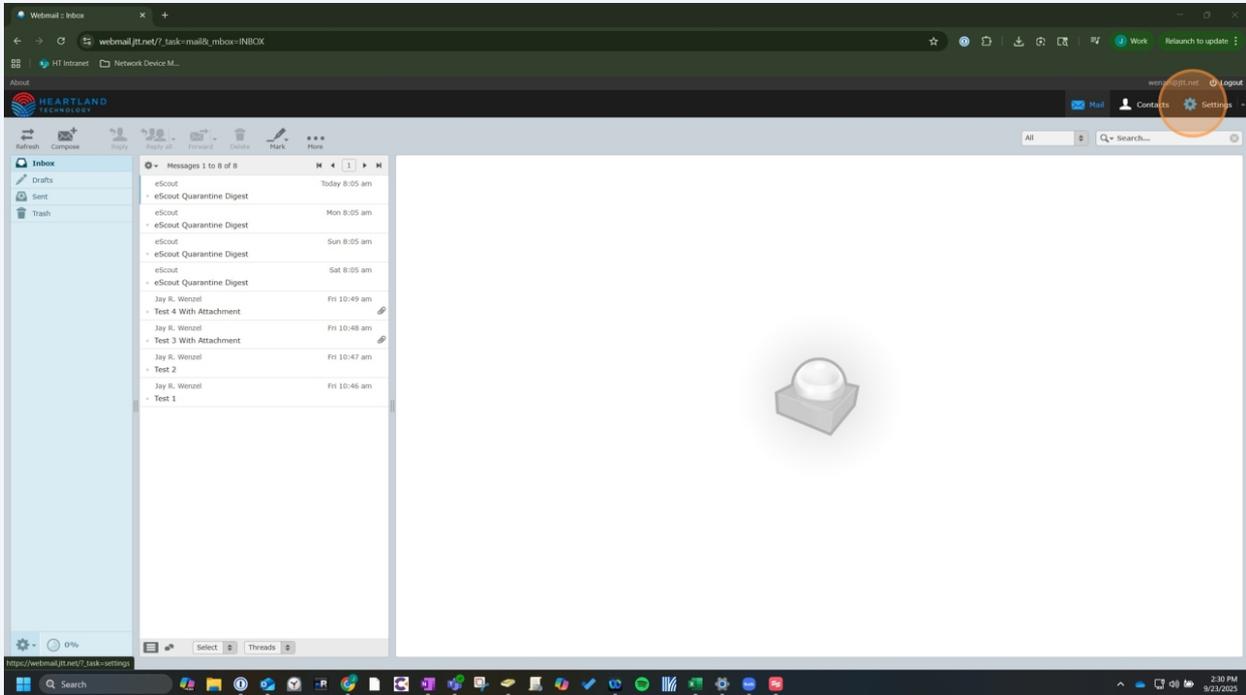
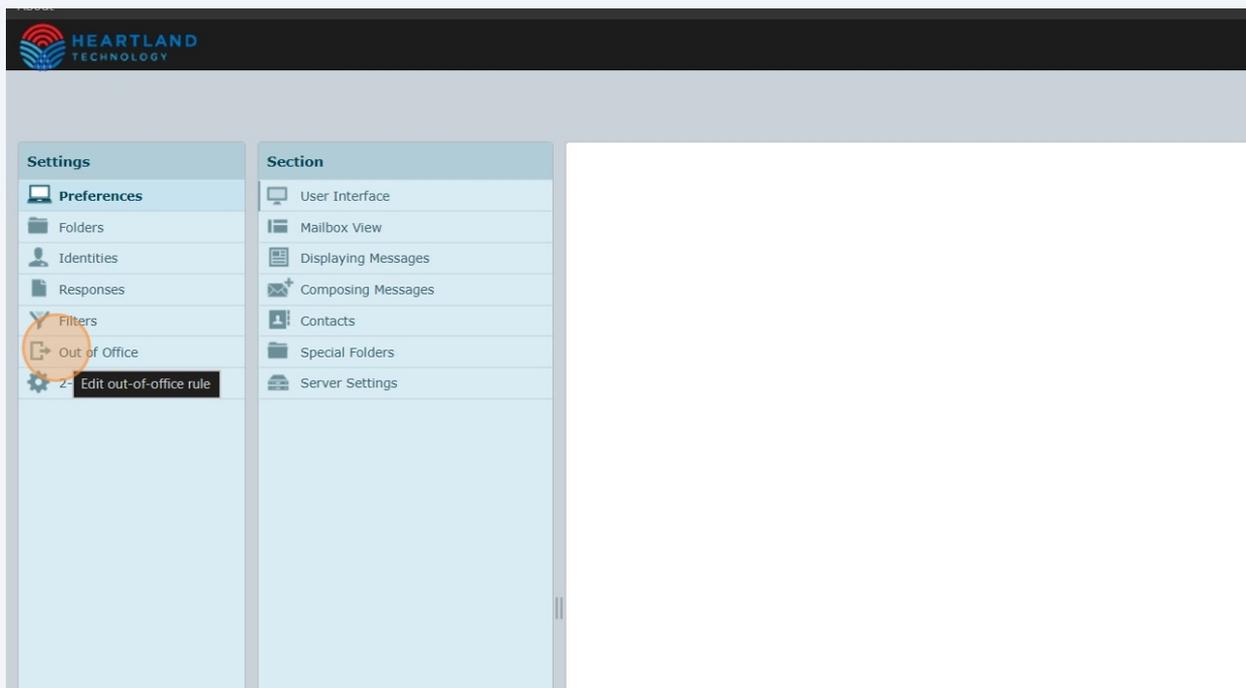


How to set up Auto Reply

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)

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