1/2

## **Table of Contents**

Setting a mail "out of office" reply		1
--------------------------------------	--	---

1. Log into mail, then under the top "Mail" menu select "Filters"

	÷.	Firefox File Edit	View	Histor	v Bookmarks Tools	Window Help 👯 🕼 🕼 🕼 🔄 🐑 🖓 📢 100% 1889 Thu Aug 30	9:17 AM Scott Les	e Q :=
Construction     C	••	• X Extent	💥 Depe		Enter: 🔂 entos Jac	Profile 📅 Hamel 🔲 Ubran - 🚳 Lagin - Ubera + DC - Danhbear: 📢 Extern - 📢 atert II 💥 Co-cc - 🛛 Prome	😤 putric 🛛 🧠 Mar X	+
Constant of the standard	2	- <i>C</i> A A		0	A https://www.headarooit.ibu	niae complianal transmit also Zasana and Data National 2018/2011 🛛 🗤 🖾 🖕 🖒 🗘 actional interioral library 😁		10 1
Cord Color       Multi       Classics * Address Book * Take * Ohms * C       Search (Classics * Classics *		anation (Becaused of		Etherhour	Acres Acres	Annual	A	
Or Object     Call Number States     Data States Book     Data States     Other Call       Note Marsson     Served     Barrad     Other Call     Other Call     Other Call       Note Marsson     Served     Data     Other Call     Other Call     Other Call       Note Marsson     Served     Data     Other Call     Other Call     Other Call       Served     Served     Data     Other Call     Other Call     Other Call       Served     Data     Served     Data     Other Call     Other Call       Served     Data     Served     Data     Other Call     Other Call       Served     Data     Data     Data     Other Call     Other Call       Served     Data     Data     Data     Other Call     Other Call       Served     Data     Data     Data     Data     Other Call     Other Call       Served     Data     Data     Data     Data     Dota     Data       Total Additors *     ************************************			- Color		I down look a la		Charles C	
Chill       Chill       Other       Data       Other       Data       Other       Data	101	08 1212	Caret		Address book + Ta	• • • • • •	parter tecange	
Note: Working You Missing     Service     Service     Service     Data     Thin     Skaped #       India:     India:     India:     Thin     Skaped #     Dool/With     Dool/With       India:     #     #     Asen Diackboure     Dool/With     Dool/With       India:     #     #     Asen Diackboure     Dool/With     Dool/With       Service     #     #     Asen Diackboure     Dool/With     Diackboure       India:     #     #     Diackboure     Dool/With     Diackboure       India:<	0001	E Filters					inbax (1	të mestaget
blade         Statch         Imm         blade         Tem         blade         State         St	2	lew Messa New H	rssage	P Rofress	n		Other +	Filter +
Johns         Um m         Johns         Um m         Johns         J	3.10	bas (2) Search			From Manhham	Subject V	Date *	Size
isori	9.0	nafta			Keria I Median	uccarrier and a second s	1000110	IND
i pomi     I minista     Data Marines     Data Marines     Data Marines     Data Marines       i minista     I minista     Data Marines     Data Marines     Data Marines     Data Marines       i minista     I minista     Data Marines     Data Marines     Data Marines     Data Marines       i minista     Data Marines     Data Marines     Data Marines     Data Marines     Data Marines       i minista     Data Marines     Data Marines     Data Marines     Data Marines     Data Marines       i minista     Marines     Data Marines     Data Marines     Data Marines     Data Marines       i minista     Marines     Data Marines     Data Marines     Data Marines     Data Marines       i minista     Data Marines     Marines     Data Marines     Data Marines     Data Marines       i minista     Janatian Bohaz     Marines     Data Marines     Data Marines     Data Marines       i minista     Janatian Bohaz     Marines     Data Marines     Data Marines     Data Marines       i minista     Data Marines     Data Marines     Data Marines     Data Marines     Data Marines       i Marines     Data Marines     Data Marines     Data Marines     Data Marines     Data Marines       i Marines     Data Marines     <	) s	ont		0.0.1	Prevental Property	CDDB and Carrol	120518	6 KB
	6 9	pain		- H 1	Baha Kaliy	Der novemmen en Brittlania	04/07/10	05 MB
Folder Actions: **     ************************************	) I	ereplates:		+1	BCL Rearies Cope	2018/161.2.Press function	0907118	7 MR
Folder Addions: **         The Derived Macadema Context Editing         Totoline Context Editing         T				+ # 1	Tarvi Setala	Adventication was	110718	3 KB
Anothese       2000116       Pic bedy: boging in sgimit lookhed server       2000116       Pic         2014       Incomed Set072) Account details for holdings admin sgimon (lookhed [server])       6234402.AM       38         2015       Incomed Set072) Account details for holdings admin sgimon (lookhed [server])       6234402.AM       38         2017       Incomed Set072) Account details for holding admin sgimon (lookhed (server))?       09 14020.AM       38         2016       Bit va RT       Bit Set0*10 (Latificate could of the fore rep?)?       09 14020.AM       38         2017       Bit va RT       Bit Set0*10 (Latificate could of the rep?)?       09 14020.AM       38         2016       Bit va RT       Bit Set0*10 (Latificate could of the rep?)?       09 14020.AM       38         2016       Bit va RT       Bit Set0*10 (Latificate could of the rep?)??       09 14020.AM       38         2016       Bit va RT       Bit Set0*10 (Latificate could of the rep?)??       09 14020.AM       38         2017       Bit Set0*10 (Latificate could of the rep?)??       09 14020.AM       38       38         2018       Bit Set0*10 (Latificate could of the rep?)??       09 14020.AM       38       38         2018       Bit Set0*10 (Latificate could of the rep?)?       09 14020.AM       38       38	E P	older Actions 🔻		P1	Ben Hot	Ric LibPress Shared Content Editing	19/07/18	TKB
				1	Jonathan Schalz	Re: bedgr logging in egainal toolshed server	29/08/18	9 KB
2014 <ul> <li>Christensen, Dorid A. [S RG: Accessing Support for LibPass - ClaPass Group Vessage</li> <li>2015</li> <li>2016</li> <li>exploying thermapy Large - Triate Support for LibPass - ClaPass Group Vessage</li> <li>2017</li> <li>B01 ve RT</li> <li>2018</li> <li>B01 ve RT</li> <li>2018</li> <li>B01 ve RT</li> <li>2018</li> <li>B01 ve RT</li> <li>2017</li> <li>2018</li> <li>B01 ve RT</li> <li>2017</li> <li>B01 ve RT</li> <li>2017 (2010)</li> <li>2017</li> <li>B01 ve RT</li> <li>2018</li> <li>Keine Wooley ve RT</li> <li>2018 200 4 differ reply??</li> <li>001 602 differ reply</li></ul>	Ľ^	rchives.			support via RT	[Toolahed #56872] Account details for bullapper at The Library Toolahed (pending admin approval)	03:24:02 AM	3 KB
2015         Image: exploy@bitemorypt.org (BYBOP #56878] Lefs Encrypt certificate exploation notice for domain ** Le Jakraties.ceop* (and 1 mone)         66111.04 AM         4 K           2017         BGI va RT         B/00 P 56878] Lefs Encrypt certificate exploation notice for domain ** Le Jakraties.ceop* (and 1 mone)         06111.04 AM         4 K           2018         BGI va RT         B/00 P 56878] Cut d' office reply??         091502.04 ////////////////////////////////////		2014		1	Christensen, David A. (S	RE: Accessing Support for LibPress - LibPress Group Message	00:35:23 AM	30 HB
2017         9 Gi va RT         90160 P30679 (0.4 of 0fice reply??         99 14 02 AM         3 K           2018         0 Konte Wooley va RT         31760 # 306078] (0.4 of 0fice reply??         99 14 02 AM         3 K           0 FL Lb Core         0 No rescarges tablected.         0 No rescarges tablected.         0 No rescarges tablected.         0 No rescarges tablected.           0 Kootene         0 No rescarges tablected.         0 No rescarges tablected.         0 No rescarges tablected.         0 No rescarges tablected.           0 Kootene         0 No rescarges tablected.         0 No rescarges tablected.         0 No rescarges tablected.         0 No rescarges tablected.           0 Kootene         0 No rescarges tablected.         0 No rescarges tablected.         0 No rescarges tablected.         0 No rescarges tablected.           0 Kootene         0 No rescarges tablected.		2015		89	expiry@letsencrypt.org	[SYSOP #56878] Let's Encrypt certificate expiration notice for domain "".bc.libraries.coop" (and 1 more)	09:11:04 AM	4 KB
2016         Kevie Wadey vie KT         [3750P #36873] Out of office reply??         02.16.39 AM         3 K           2016 Coops		2017			BOI via RT	(3YSOP #56879) Out of office reply??	09:14:02 AM	3 KB
Image: Suff       Image: Suff		2018	0		Kevin Woolley via RT	[31/SOP #55573] Out of office reply???	09:16:35 AM	3 KB
grange staff         Image: Staff	É P	C Lib Coep		_				
Amm suff         Amm suff           Amm suff         Amm suff           Belorsergengemen-col.         Amm suffyrmen-col.           Image: Amm suffyrmen-col.         Amm suffyrmen-col.	ñ°.	_mgm1 sluff		No res	sanges selected.			
<ul> <li>Bedefine-groupware-ool</li> <li>Bedefine-groupware-ool</li> <li>Bedefine-groupware-ool</li> <li>Indepined Bedefine-groupware-ool</li> <li>Indepined Bedefine-groupware-ool</li> <li>Bedefine-groupware-ool</li> <li>Bedefine-groupware-ool</li></ul>		Rute nimbe						
Coop Web - Isudipress       Machine Media       Machine Media       Machine Media       SCNet - Correct/Wy       Schet - Correct/Wy       Machine Media       Machine Media       Obstate Recorry - No       Machine Media	i i	Backoffice-groupware-col						
<ul> <li>Artestandare</li> </ul>	i i	Coop Web - buddypress						
<ul> <li>accounts</li> <li>BCMat - Connectively</li> <li>BCMat - Connectively</li> <li>BCMat - Connectively</li> <li>BCMat - Connectively</li> <li>Constant Recovery - Ro</li> <li>Con</li></ul>	n°.	Infrastructure						
BCMet - Conteactivity         Bothet - Conteactivity         Bothet - Sonteactivity         Instance         Instance         Bothet Recompt - Ne         Bothet Recompt - Ne         Instance         gameti-soph         Bothet Solf         Bothet Recompt - Ne		accounts						
	aí.	BCNet - Connectivity						
		config reget.						
Clearbor Recovery - Re  Clearbor Recovery - Re  documentation  genetic-opt  performation  per	-	databases						
documentation     documentation     general tack staff     general tack staff     Turdhear	-	Disaster Recovery - Ro.						
gures-ooph     gorend loch sk.#	-	documentation						
general lach skill     general     setsets	-	ganeti-coph						
Turbers	-	commonal tech shuff						
	-	hardware						
		shared Bender and	the state of the	aller some state				

2. Then select "Vacation"

🔹 Firefox File Edit	View History Bookmanks Tools Window Halp 🗱 🕲 🕅 🕹 🗐 🖑 🖓 🖓 👘 🖓 🕬 100% 📷 Thu Aug 30 9:17 AM Scott Leslie Q	:=
Constant Participal Constant Participad Constant Participad Constant Participad Constant Participad	K Caper         M Caper <t< th=""><th>nder 20</th></t<>	nder 20
horde sar Mail +	Colendar + Address Book + Taska + Others + 🖨	Ð
Now Ruis     Frac Suise     Monaise     Monaise     Monaise     Monaise     Monaise     Monaise     Monaise     Monaise     Monaise	Existing Rules	

https://webmail.ibraries.coop/ings/basic.php?page=vacation

3. Finally set the dates and the message you wish to have sent

Last update: 2018/08/30 16.22	public:coop-mail:mail-vacation https://wiki.libraries.coop/doku.php?id=public:coop-mail:mail-vacation&rev=1535646133
-------------------------------	--

🖨 Firefox File Edit 'v	niew History Bookmanks Tools Window Help 🐺 🕼 🕼 🕼 🗐 🧐 🕤 🔅 💬 📣 100% 📾 Thu Aug 30 9:17 AM Scott Lesle Q	÷
🔍 🔍 🕺 🕅	toper 🕺 Erler: 🗃 6100 Jacherlie 🎢 Honet 🔳 Uner: 🔯 Lagin Uners (E) Danhoer: 📽 Erler: 📽 Inter) 🐮 Co-op 🗉 Porc: 📽 public. 🝸 Ho 🗙 🕂	
€ → ୯ ≙ ⊕	🛈 🔒 https://webmalLibraries.coop/ingo/basic.php?page-wastion 🛛 \cdots 🛡 🏠 🛓 🕅 🔍 arkind regional library $ ightarrow$ 🦉 🖍	2
Econating Expensate O Po	st ta känstepet 🖨 English. 🖨 Readability. 🖨 Spänsturdit, 🖨 Provinsultate. 🖨 Scattle. 🖨 Scattle 🖨 Scattle 🖨 Scattle 🖓 Scattle 🖓 Scattle 🖓 Scattle 🖓 Scattle 🖓 Scattle Scat	>>
horde x 2.17 Mail + 0 2008/18	ialandar 🕶 Addinaas Book 🕶 Taaka 🕶 Othana 🕶 🍅	e
New Rule	Vacation [Disabled] @	
🔻 Filter Bules	Basic Settings Advanced Settings	
⊘ Writelat		
Backist	Start of vacuation: April = 23 = VYYY =	0
🖨 Vacation		-
+ Eorward		~
Ø Span	" Subject of Vacation message: Testing out of office	
Script.	<ul> <li>Preurace: we push upgraded the mail system; this is just min feating out of affice measures, some</li> </ul>	0
	You can use placeholders like "NNAME"s in the vacation message. See the online help for details.	
	Some 👔 Save and Fratile Return to Rules List	

