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# Setting a mail "out of office" reply

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

The screenshot shows the Horde webmail interface. The top navigation bar includes links for Mail, Calendar, Address Book, Tasks, Others, and a gear icon. Below the navigation is a search bar and a filter dropdown set to 'Inbox (18 messages)'. The main area displays a list of 18 messages. The message from 'BCLibraries Coop' is highlighted with a green background, indicating it's selected. The message subject is '201610 LitPress Inviting'. On the left side, there's a sidebar with a tree view of folders, including 'Archives' (2014-2016), 'BC Lib Coop' (with sub-folders like '\_migrat stuff', 'admin stuff', 'Beekeeper-grepware-eol...', 'Doc Web - buddypress', 'Infrastructure', 'accounts', 'BCNet - Connectivity', 'config migrat.', 'databases', 'Disaster Recovery - Rel...', 'documentation', 'gandi-eoph', 'general tech stuff', 'hardware'), and 'Spam'.

2. Then select "Vacation"

The screenshot shows the 'Existing Rules' page in the Horde webmail interface. The left sidebar has a 'New Rule' button and a list of rule types: Filter Rules, Whitelist, Blacklist, Vacation, Blocklist, Edit Vacation, Spam Filter, Forward, and Script. The 'Vacation' rule is selected and highlighted in green. A status message above the rules says 'Sharing Screenshot' and 'A link to your screenshot was copied to your clipboard.' The right side of the screen shows a list of existing rules:

- Whitelist (checked)
- Vacation (disabled)
- Blocklist (unchecked)
- Spam Filter (disabled)
- Forward (checked)

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

The screenshot shows the Horde webmail interface with the URL <https://webmail.libraries.coop/index/basic.php?page=vacation>. The left sidebar has a 'Vacation' icon selected. The main panel title is 'Vacation [Disabled]'. Under 'Basic Settings', the 'Start of vacation' is set to April 23, 2018, and the 'End of vacation' is set to April 24, 2018. The 'Subject of vacation message' is 'Testing out of office' and the 'Reason' is 'we just uploaded the mail system, this is just me testing out of office messages, sorry'. A note at the bottom says 'You can use placeholders like %NAME% in the vacation message. See the online help for details.' At the bottom are 'Save' and 'Save and Enable' buttons.

From:  
<https://wiki.libraries.coop/> - BC Libraries Coop wiki



Permanent link:  
<https://wiki.libraries.coop/public/coop-mail/mail-vacation?rev=1535646133>

Last update: **2018/08/30 09:22**