

iTelework

Out Of Office Notification Setup – Webmail

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The following steps will walk you through setting up the Out of Office notification for POP email users. (Exchange email users should set it up through Outlook)

Step 1. Access webmail via a web browser

– The URL should be <https://mail.domain.com>

(domain should be what follows the @ symbol of your email address)

Step 2. Login to webmail

– User = your *full email* address

– Password = your *password*

Step 3. Settings Tab and then select Out of Office from the drop down

Step 4. Change the selection to “I am out of office now” and then enter your message for the automatic reply

Step 5. Select OK and Logout

Finished

Remember, you will need to put the selection back to “I am in office now” when you have returned, the reverse of Step 4.