

# iTelework

## Out Of Office Notification Setup – Webmail

April 21, 2010 3:29 pm Jason

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.*