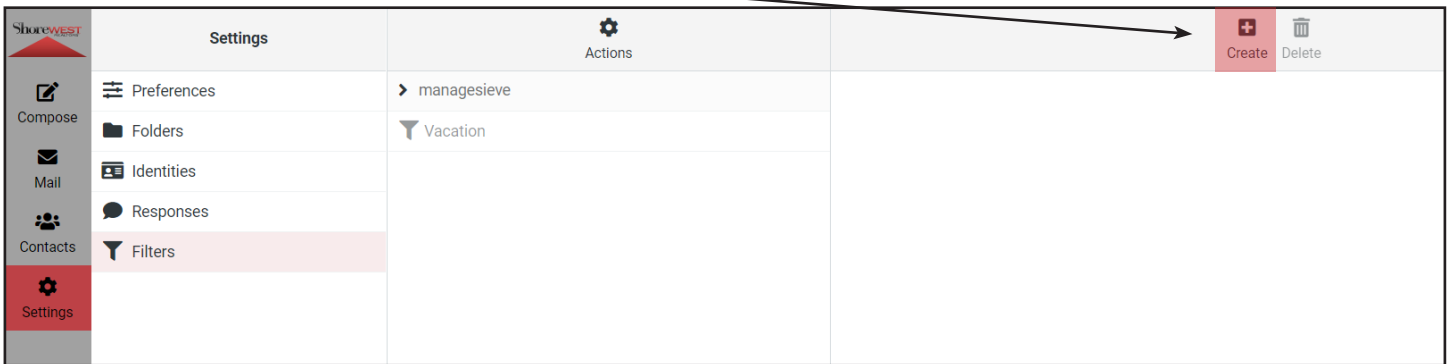


How To Set An Out Of Office Message

Directions:

1. Login to <https://webmailpro.shorewest.com>
2. Click Settings
3. Click Filters
4. Click Create



5. Fill in the following information, similar to photo below.

- Filter Name
- Filter Enabled (Turn on when ready to use)
- Scope - All Messages
- Actions - Reply with message
- Message Body
- Message Subject
- My e-mail addresses
- How often send messages

6. Click Save

Filter name	<input type="text" value="Out Of Office Message"/>
Filter enabled	<input checked="" type="checkbox"/>
Scope	<input type="text" value="all messages"/>
Actions	
<input type="text" value="Reply with message"/>	Message body (vacation reason): <input type="text" value="Thank you for the message. I am out of the office on vacation. I will be returning Monday, February 14th. If you need immediate assistance, please contact Brooke Rozine brozine@shorewest.com."/>
	Message subject: <input type="text" value="Out of Office"/>
	Reply sender address: <input type="text"/>
	My e-mail addresses: <input type="text" value="everheyen@shorewest.com"/>
	Fill with all my addresses
	How often send messages: <input type="text" value="1"/> <input type="text" value="days"/>
<input type="button" value="Save"/>	