

## 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 \_\_\_\_

OPEWEST	Settings	Actions	Create
	Preferences	> managesieve	
Compose	Folders	<b>Y</b> Vacation	
Mail	Identities		
***	Responses		
Contacts	<b>T</b> Filters		
Settings			

- 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	Out Of Office Mes	sage			
Filter enabled					
Scope	all messages				
Actions					
Reply with message	Message body (vacat	ion reason):			
	Thank you for the m returning Monday, F please contact Broo	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:				
	Out of Office	Out of Office			
	Reply sender address	:			
	My e-mail addresses:				
	everheyen@shorew	everheyen@shorewest.com			
	Fill with all my addres How often send mess	ses sages:			
	1	days	\$		