

# How To Set An Out Of Office Message

## Directions:

1. Login to <https://webmailpro.shorewest.com>
2. Click Settings
3. Click Out of Office Setting
4. Fill Out Fields
5. Click Save

The screenshot shows the 'Settings' page for 'Out of Office' in a webmail interface. The left sidebar contains navigation options: Compose, Mail, Contacts, Settings (selected), Forwarding, and User info. The main content area is divided into sections: 'Reply message', 'Advanced settings', and 'Incoming message action'. The 'Reply message' section includes fields for Subject, Body, Start time, End time, and Status. The 'Advanced settings' section includes fields for Reply sender address, My e-mail addresses, Reply interval, and Incoming message action. A 'Save' button is located at the bottom of the 'Reply message' section.

**Settings**

- Preferences
- Folders
- Identities
- Responses
- Filters
- Out of Office**
- Forwarding
- User info

**Reply message**

Subject: Out of Office

Body: Thank you for the message. I am out of the office and will be returning Wednesday, July 10th.  
Thank you,

Start time: YYYY-MM-DD

End time: YYYY-MM-DD

Status: Off

**Advanced settings**

Reply sender address: everheyen@shorewest.com

My e-mail addresses: everheyen@shorewest.com

Fill with all my addresses

Reply interval: 1 days

Incoming message action: Keep