

Fill out all sections outlined in Red.

Click SAVE once completed.

Shorewest

Settings

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Preferences

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 Monday, December 9th.
If you need immediate assistance, please contact Gabi Toyne at 920-593-4100 or gtoyne@shorewest.com.
Thank you,

Start time: 2024-11-07 14:00

End time: YYYY-MM-DD

Status: Off

Advanced settings

Reply sender address: [Empty field]

My e-mail addresses: everheyen@shorewest.com [Trash icon]

Fill with all my addresses

Reply interval: 1 days

Incoming message action: Keep

Save