Instructions for setting auto reply

Log in to webmail.

1. Select options tab.

Ор	tions
Personal Information	Display Preferences
This contains personal information about yourself such as your name, your email address, etc.	You can change the way that SquirrelMail looks and displays information you, such as the colors, the language, and other settings.
Message Highlighting	Folder Preferences
Based upon given criteria, incoming messages can have different background colors in the message list. This helps to easily distinguish who the messages are from, especially for mailing lists.	These settings change the way your folders are displayed and manipulate
Index Order	Message Filters
The order of the message index can be rearranged and changed to contain the headers in any order you want.	Server-Side mail filtering enables you to add criteria in order to automatica forward, delete or place a given message into a folder.
Unsafe Image Rules	Address Autocompletion Options

- 2. Go to message filters. Then select add new rule.
 - a. Add your email address (johndoe@worldstar.com or johndoe@worldstar.net) in the condition box this will be empty.
 - b. Then mark vacation.
 - c. Add your email address (same as above) in the addresses box this may autofill.
 - d. Then the message you would like people to see.
 - e. Click add new rule on bottom of screen.

Condition	
Header To: or Cc contains your email	
More	
Action	
Choose what to do when this rule triggers, from one of the following:	
C Keep (Default action)	
O Discard Silently	
Redirect to the following email address:	
O Move message into	
Vacation: The notice will be sent only once to each person that sends you mail, and will not be sent to a mailing list address.	
Addresses: Only reply if sent to these addresses:	
your email	
Days: Reply message will be resent after 7 days	
Use the following message:	
your message 	
Additional Actions	
STOP: It this rule matches, do not check any rules after it.	
Notify me, using the following method:	
Also keep copy in INBOX, marked as deleted.	
□ B I Disable this rule: The rule will have no effect for as long as it is disabled.	
Add New Rule Cancel	