

Out of Office Message

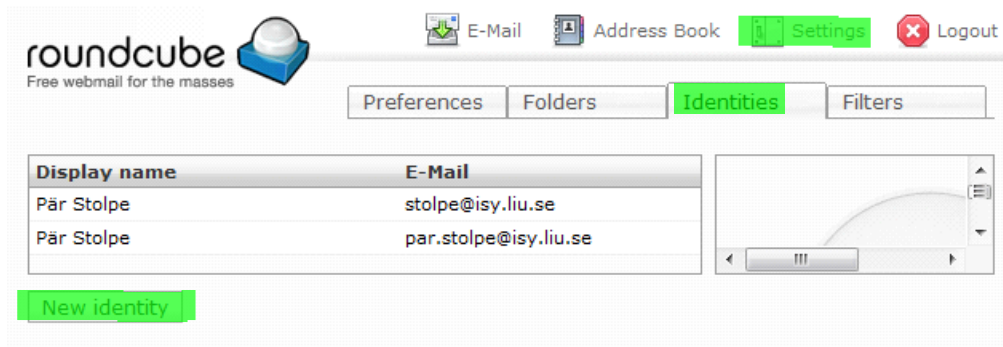
den 23 juni 2010
09:17

Create an Out of Office message with the filter program in the webmail client.

<http://webmail.isy.liu.se>

Open Webmail and start by creating all aliases you want to give an Out of Office reply.

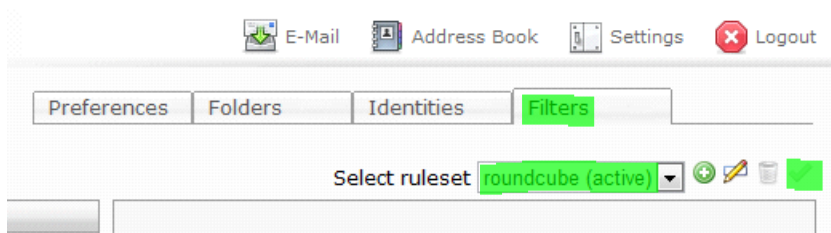
Click on "Settings" and then "Identities"



Create Identities for all addresses you receive mail.

- <username>@isy.liu.se
- <name.name>@isy.liu.se
- <name>@liu.se

Select "Settings" then the "Filters"-tab.



Make sure the filters are marked active by clicking the **activate this ruleset**.

Create a **New filter** by clicking the button down to the left with the filters tab open.

Edit item

Filter name Disable rule

Filter Rules
Please define one or more rules against which each message will be tested. Filters are run in the order in which they appear on the left of this screen, if a match is found no further filters will be tested.

matching all of the following rules
 matching any of the following rules
 all messages

Filter Actions
Please select from the options below. These actions will be performed for any message matching the above rule (s).

Aliases
 stolpe@isy.liu.se
 par.stolpe@isy.liu.se

Period

Subject

Append original subject to response

Message

Charset

Advanced options

Reply to all messages by clicking the radio-button "all messages".

Select "Advanced options" checkbox and select every Alias the Out of Office message should respond for.

Period

The period is the number of days during which the message will not be resent to the same user, no matter how many times they contact you.

Save the new rule.

Stop sending the messages.

To stop sending Out of office messages just open the Vacation rule and select "Disable rule" checkbox and Save. This will disable the rule but not remove all settings so it will be easy to activate it again when needed.