

# Set up email Vacation Automatic Replies

Sign into your web mail, at the top right of your screen:

- #1. Click Options
- #2. Click See All Options

Then (Screen 2) below will appear:

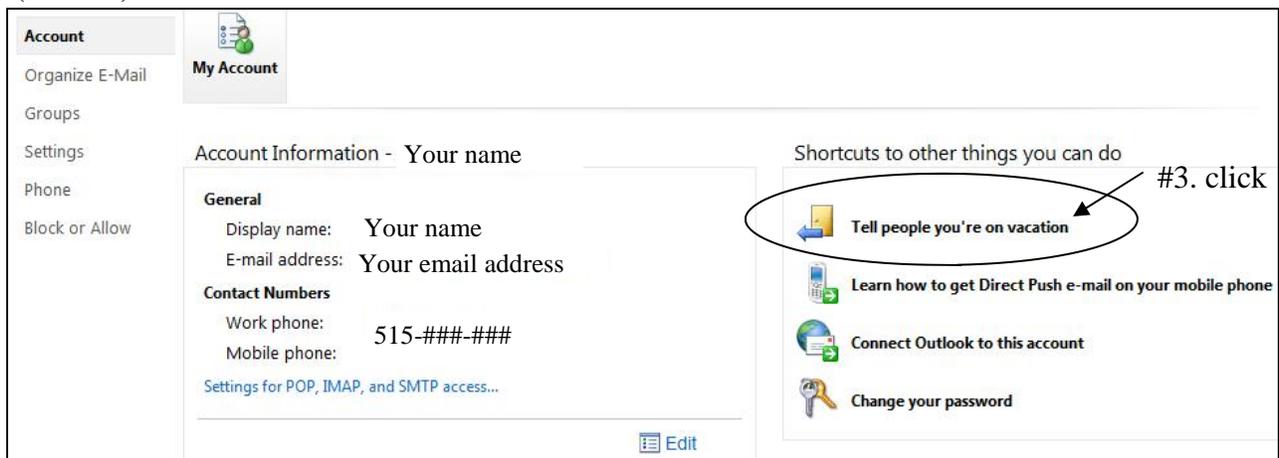
- #3. Click on Tell people you're on vacation

Then (Screen 3) below will appear:

- #4. Click on Send automatic replies
- #5. & #6. Fill out messages
- #7. Click on Save



## (Screen 2)



## (Screen 3)

