

Setting up out of office

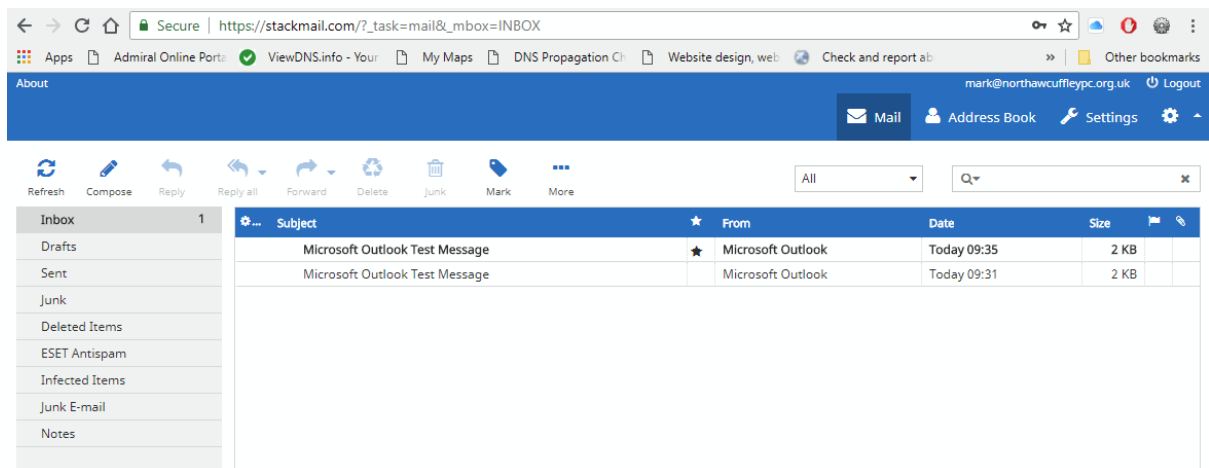
(using stackmail web interface)

OUT OF OFFICE.

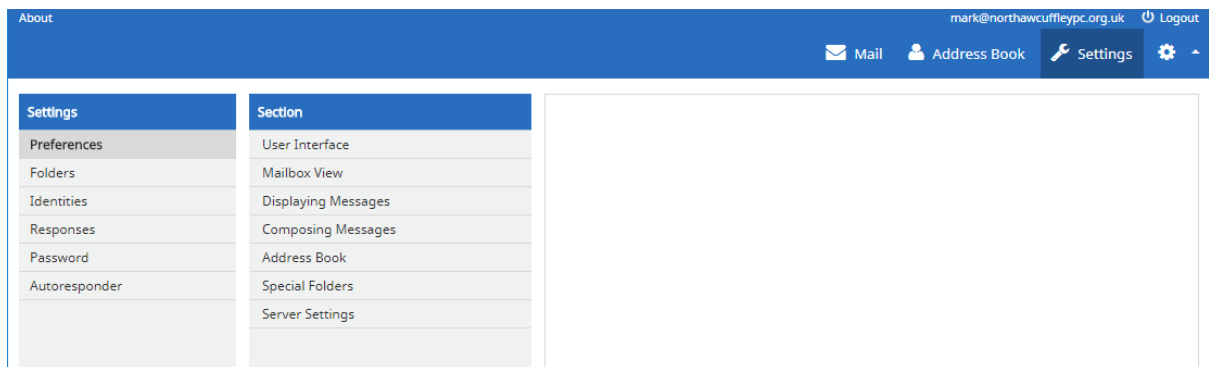
Do the following before you go away on vacation. Turn it off when you return.

You will need your full email address and password. Go to here and login. <https://stackmail.com>

You will see a screen similar to this one.



Choose settings in the top right of the screen.



Choose Autoresponder

(see next page)

You will see this image.

The screen assumes you are about to turn on Out of Office (Auto Responder) so there are no dates exposed. It also assumes that because you can access this page providing you have web access that you will turn it off when you arrive back from your extended absence.

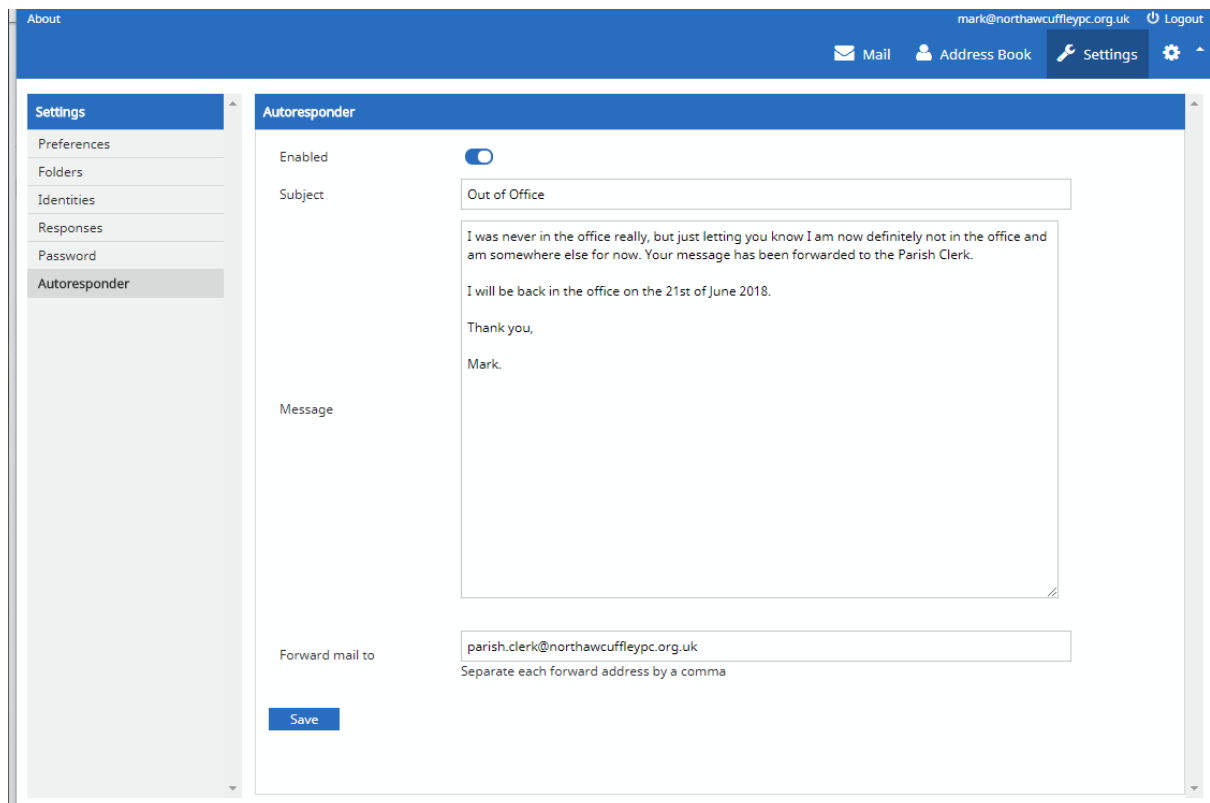
The screenshot shows the Outlook Web App (OWA) interface. At the top, there's a blue header bar with 'About' on the left, the email address 'mark@northawcuffleypc.org.uk' in the center, and a 'Logout' button on the right. Below the header is a navigation bar with icons for 'Mail', 'Address Book', and 'Settings'. The 'Settings' section is expanded, showing a list of settings: 'Preferences', 'Folders', 'Identities', 'Responses', 'Password', and 'Autoresponder'. The 'Autoresponder' settings are shown, including a toggle for 'Enabled' (which is turned on), a 'Subject' field, a large 'Message' text area, and a 'Forward mail to' field with a note 'Separate each forward address by a comma'.

The form is turned on by default.

Fill in the subject area

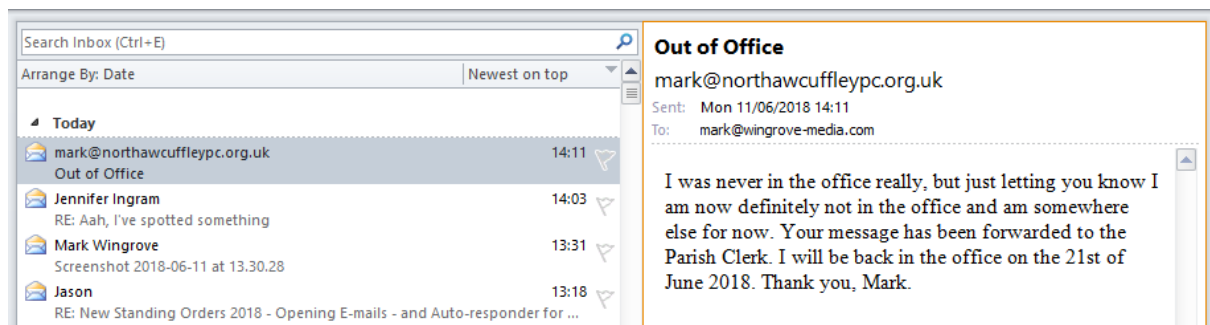
Add a message the content area with a brief message. It is worth thinking about whether you want to forward messages to someone else to handle things while you are away. In my case I am forwarding them to the parish clerk in my absence.

You can see my completed form on the next page. Use a more sensible message than mine!



You need to wait for up to 30 minutes before the out of office responder is activated.

If I now go to my mail system and try to send a message to mark@northawcuffleypc.org.uk I get a message back to indicate I am out of the office. The parish clerk gets a copy of what was sent to me.



You can see that in the above example, I receive a message back to my email box when I try to send the person who is out of the office a message.

IMPORTANT:

Remember to reset it when you return from your vacation. You do that by going to the same location and turning it off.

Problems? Contact me for guidance: mark@wingrove-media.com