



# E-mail Auto Reply

1. Click on the E-mail tool
2. Click on the "Options" tab

4. Select the hyperlink for "Auto Reply" from the listing below



On the next screen:

Use the breadcrumbs under "Your Location:" to go back to options (or any previous view), not the back button on your browser

6. Click on the checkbox to enable or disable the auto reply

7. Enter your auto reply message in the text box provided

8. Attach a signature to your auto reply

5. Use the drop down caret to chose the date and time you wish your auto forward task to "Start on" and "End on".

9. Click "OK" to save the auto reply and return to "options"

MY EDISON E-MAIL

E-mail Address Book Options

Get Mail Compose

ehochmeister@edison.edu

### Auto Reply

Your Location: [E-mail](#) / [Options](#) / Auto Reply

Auto Reply allows you to set up a message that can be automatically sent to individuals who are sending you messages. To activate Auto Reply enter a start and end date, check the 'Enable Auto Reply' box, type your message and click 'OK'.

Start on: February 10 2005 at 7:00 am

End on: February 10 2005 at 7:00 am

Enable Auto Reply

Attach Signature

OK Cancel

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