

User Howto

Out of office / Vacation

What can you do with out of office / vacation service?

When you cannot read the email because you are out of office or on holiday, if somebody sends you an email, an auto reply message written by you will be sent to him.

Furthermore is possible to send a copy to another email address.

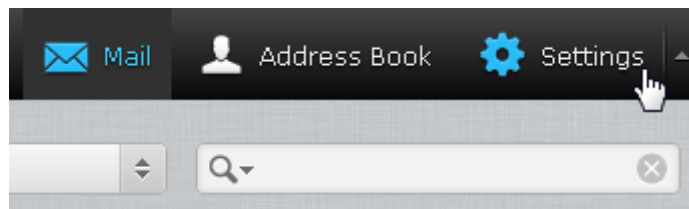
Service activation

Step 1:

Access to the Webmail at <https://correo.cimne.upc.edu> and log in with your email address and password.

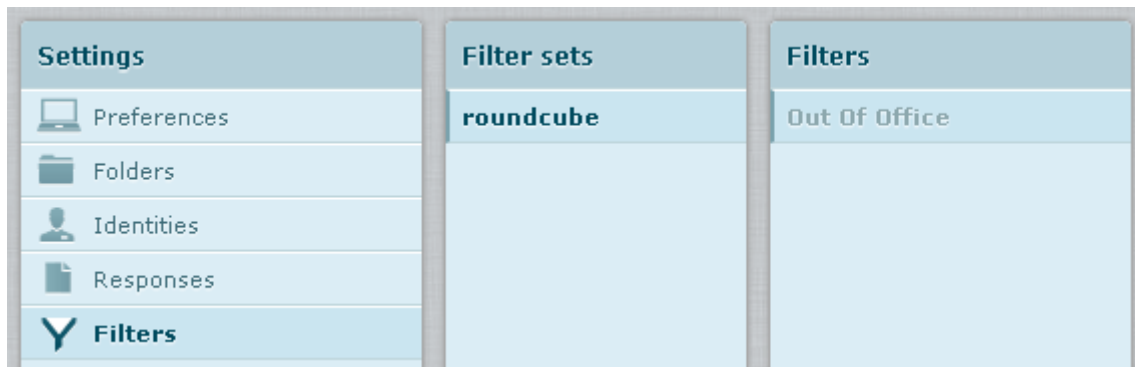
Step 2:

Go to [Settings].



Step 3:

Then go to [Filters] > [roundcube] > [Out Of Office].



Step 4:

Now you can type the message that will be sent to each sender that send you an email. This message won't be sent again during 24 hours to a sender that already sent an email to you.

You also can send a copy of the received message to an e-mail address. To do it change the field that contains the value user@cimne.upc.edu with another address (the address can be a not CIMNE address). If you don't want send a copy make click over minus button to delete the rule.

Finally remove the check at Filter disabled and click at [Save].

In order to re-add (or add another one) a “send a copy” rule make click over plus button to add a new rule. At the new rule, click over the dropdown menu and select Send message copy to option.

