

## How to use the email AUTOREPLY feature.

Autoreply is useful when you will not be able to respond to your email for a period of time. When an email is received in your inbox the "Autoreply" feature will send a message to the sender informing them with what the message you typed in the autoreply box. Suppose you will be away on retreat for a week and you want to let people know that you will look at the message they have sent you at the end of the retreat. The message may look similar to the follow:

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*AUTOREPLY*

*I will be on retreat from mm/dd/yy to mm/dd/yy. I will respond to messages after the retreat.*

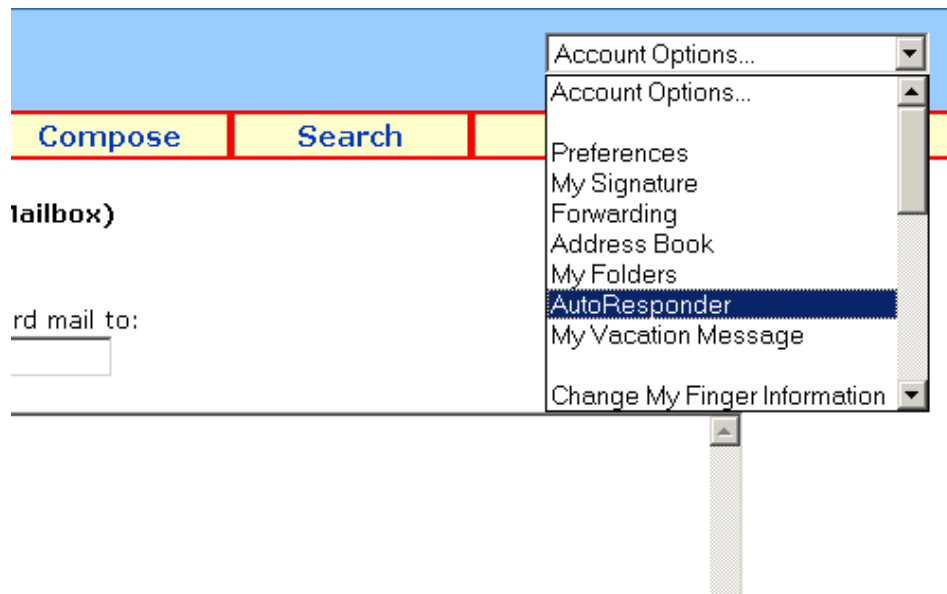
*Thank you.*

*Sr. Whoever*

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To use the autoreply feature you must

1. Go to the web mail page [www.maplemount.org:8383](http://www.maplemount.org:8383)
2. Logon using your user id and password (User id is you login name only. You don't need to add '@maplemount.org' after it.
3. Go to Account Options, AutoResponder

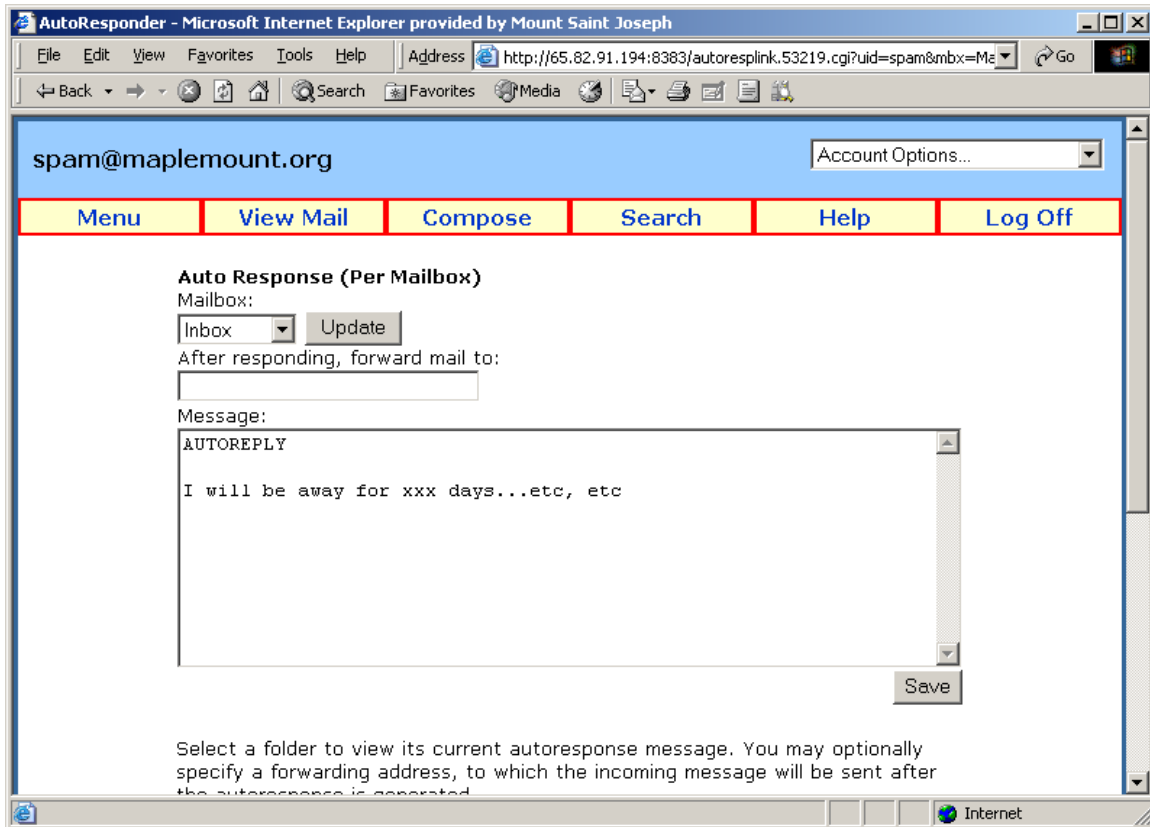


4. Leave everything as it is except for the message.
5. **The message MUST start with AUTOREPLY on the first line.**
6. Skip a line and then enter the message you want sent to others.

7. Click the SAVE Button at the bottom.

It is important that you enter the AUTOREPLY on the first line by itself. This is to help prevent spammers from getting into our white list.

Call if you have questions.



IT IS IMPORTANT TO REMEMBER TO GO BACK TO THE AUTOREPLY SCREEN AND REMOVE ALL TEXT IN THE AUTOREPLY BOX IN ORDER TO STOP THE AUTORTEPLY WHEN IT IS NO LONGER NEEDED.

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