

## Out Of Office

Follow the steps below to enable auto-reply:

1. Login to mailbox in webmail.
2. Go to settings.
3. Go to filters.
4. Create a filter
  - 4.1. Enter filter name
  - 4.2. Make sure the filter is enabled
  - 4.3. In scope select "all messages"
  - 4.4. In actions select "Reply with message". Mention the reply message body, subject, sender address (same as user address).
  - 4.5. Select option "Fill with all my messages"
  - 4.6. "How often send messages" mention accordingly as per your requirement.
5. Save it.

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Kindly follow the steps in the video below to set up "Out of Office" in webmail: <https://youtu.be/l0TWTpEfjP4>