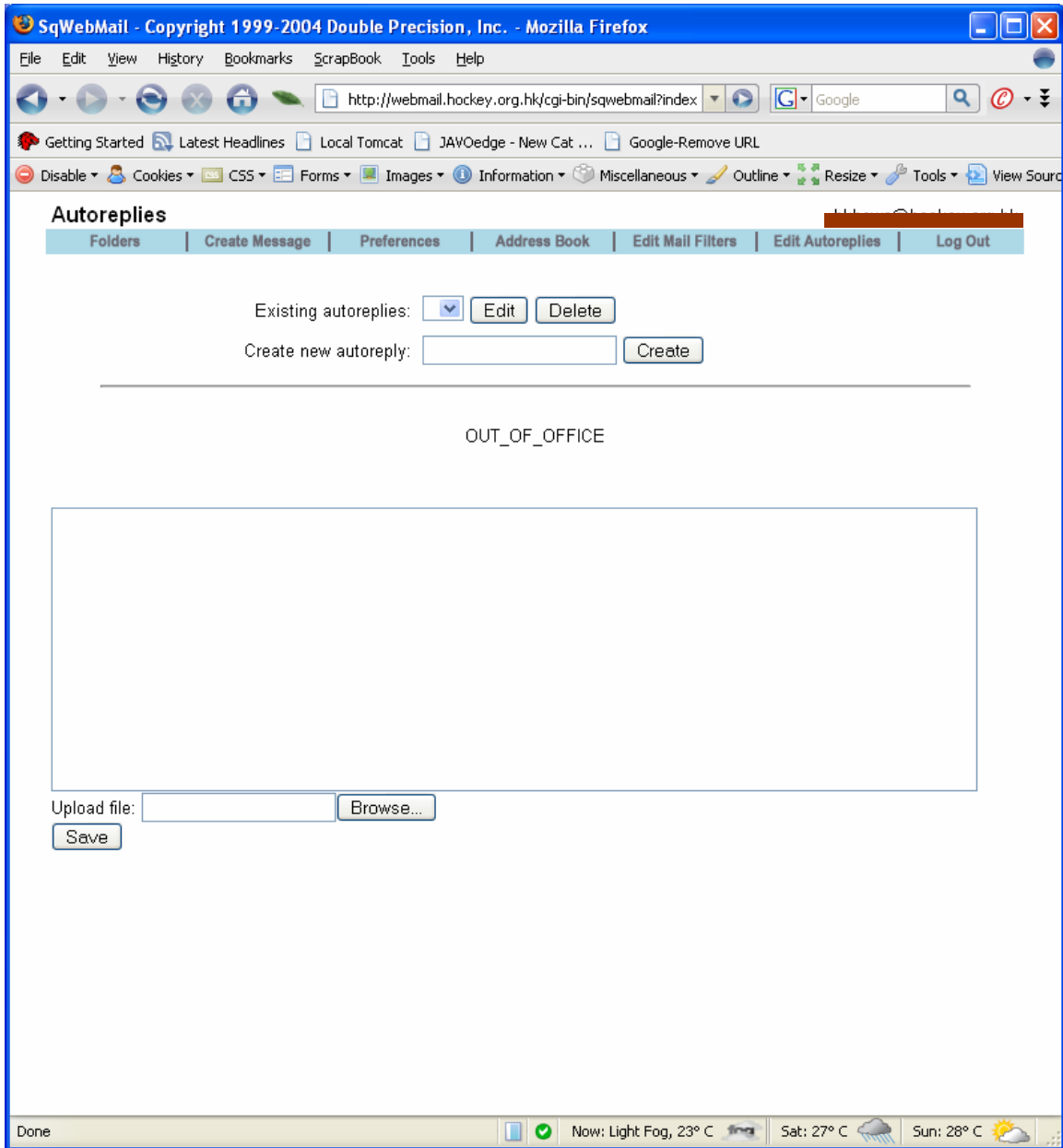


InterBiztech Mail – How to set Auto Reply

1) Login to webmail.yourdomain.com (e.g. <http://webmail.interbiztech.com>)

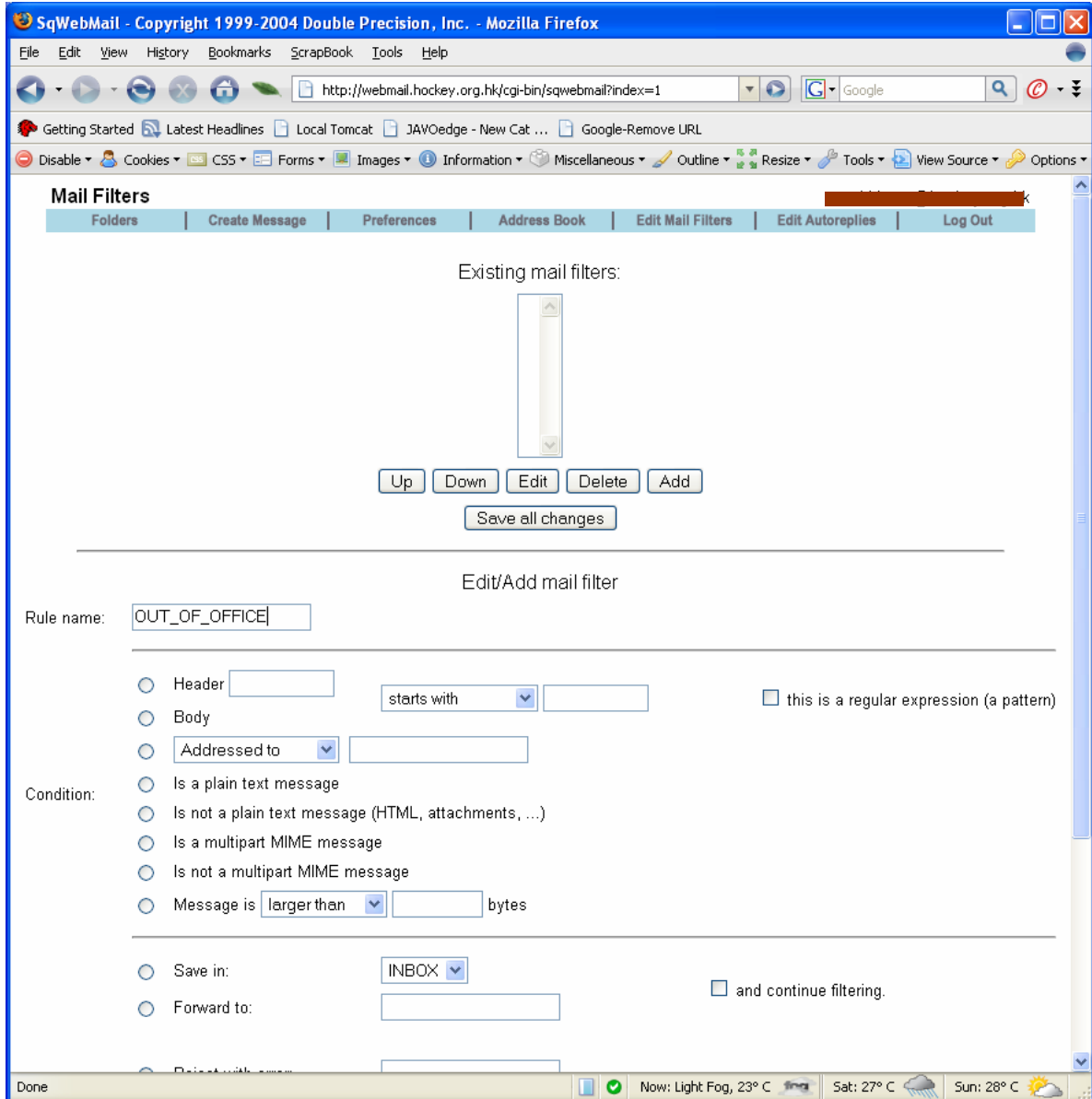


2) Click on "Edit Autoreplies", then type a name for the auto reply and click "Create"



3) Type you auto reply message in the box and click "save"

4) Click on "Edit Mail Filters" in the menu bar. You will now need to add a new mail filter rule, so type a name in the rule name box.



5) Under "Condition", select "Addressed to" and type your email into the box next to it. Under "Action", select "Send an auto reply" and select the auto reply you have just created in the drop down box. Click on Submit.

Screenshot of the SqWebMail interface showing the configuration for a mail filter. The browser window title is "SqWebMail - Copyright 1999-2004 Double Precision, Inc. - Mozilla Firefox". The address bar shows "http://webmail.hockey.org.hk/cgi-bin/sqwebmail?index=1".

The page title is "Edit/Add mail filter".

Rule name:

Condition:

- Header starts with this is a regular expression (a pattern)
- Body
- Addressed to
- Is a plain text message
- Is not a plain text message (HTML, attachments, ...)
- Is a multipart MIME message
- Is not a multipart MIME message
- Message is larger than bytes

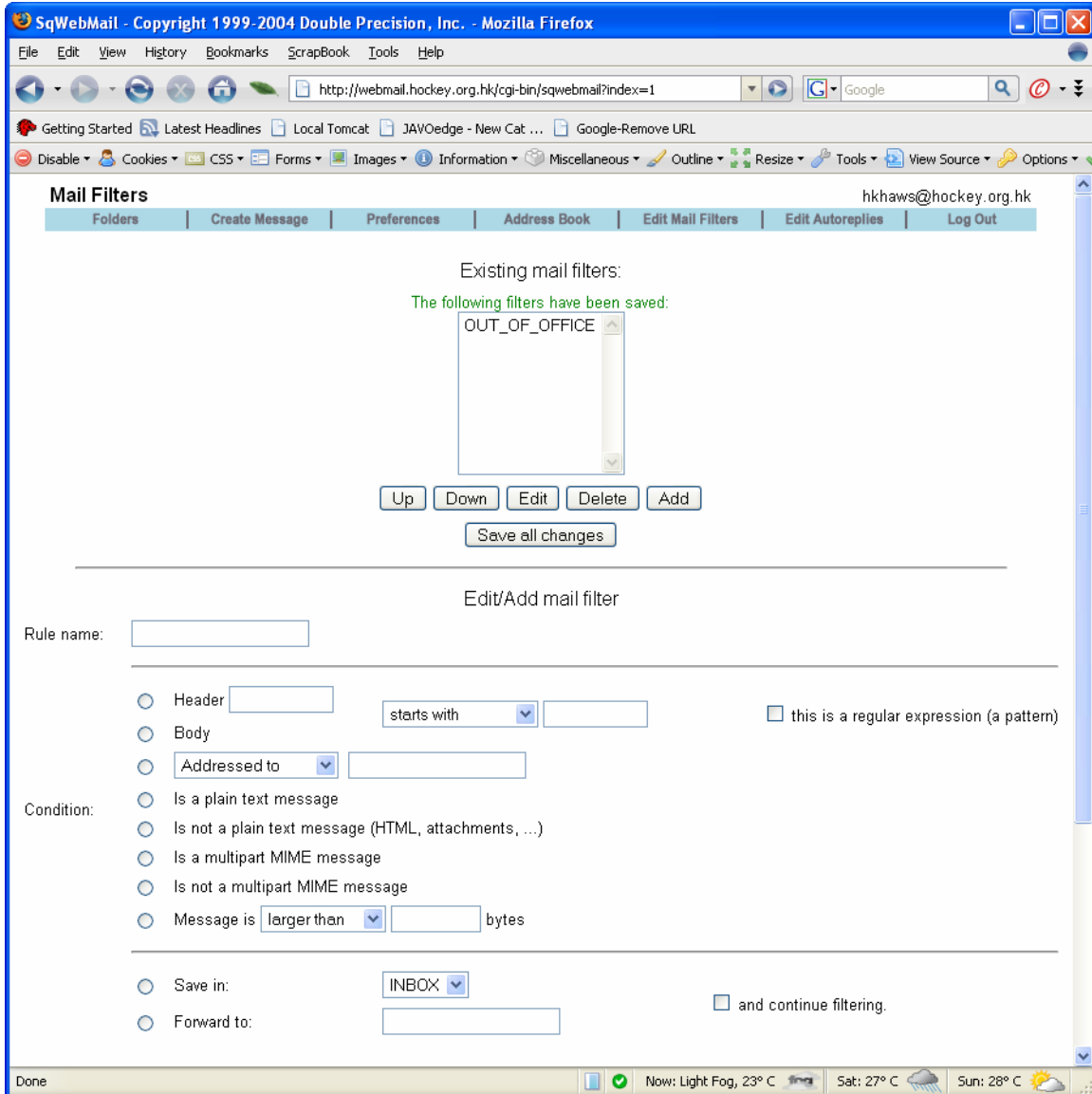
Action:

- Save in: and continue filtering.
- Forward to:
- Reject with error:
- Send an autoreply: Use DSN format for autoreplies Suppress duplicate autoreplies for days
- Custom From: header:

IMPORTANT: You **MUST** select "Save all changes", above, for any changes to take effect.

Done Now: Light Fog, 23° C Sat: 27° C Sun: 28° C

6) You will see the new mail filter rule has been created. You MUST click "Save all changes" for the filter to take effect (i.e. people will start getting the auto reply). You will see the message "The following filters have been saved:" that confirms this.



7) To deactivate the auto reply upon your return, go to Edit Mail Filter, select the mail filter rule (i.e. OUT_OFF_OFFICE), click "Delete" and then click "Save all changes".