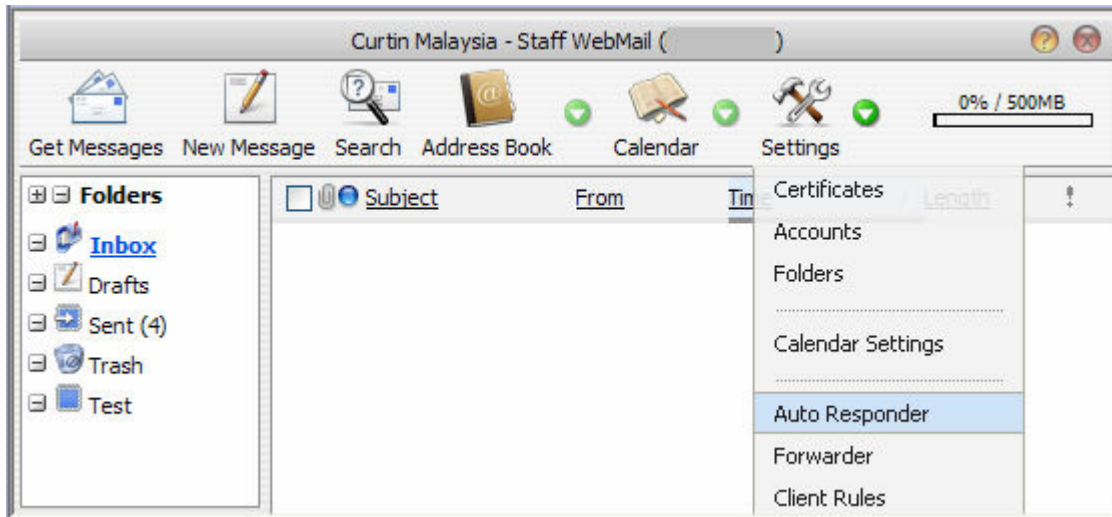


## Enabling your Auto Responder

Login to your Web Mail, and do the following:

1. Click “Auto Responder” from the drop-down menu in “Settings”.



2. Auto Responder Settings:

- ⇒ Type in your auto responder message in the text box.
- ⇒ In “Status”, select “Respond Always” option.
- ⇒ At the “Reply only between dates” field, enter the date to respond in YYYY/MM/DD format. To set for a number of days, enter the starting date and ending date separated by a hyphen/dash “-”.
- ⇒ Check/Tick the “Reply only if to me”, if you only want to respond to emails that was sent to you only. This means that your auto responder will not reply to emails sent to some mailing list (e.g. [staff@curtin.edu.my](mailto:staff@curtin.edu.my)) which you are a member of.
- ⇒ Click the “Save Changes” button to save your changes.

