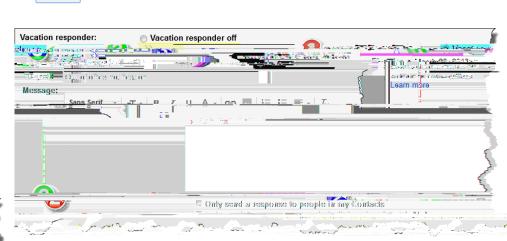
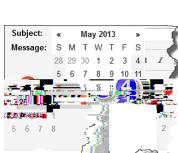
In GroupWise many of us used **rules** to setup out of office notifications that automatically generated a reply to sender. How do I configure JagMail to behave similarly? Rather than creating and applying rules, **you can use the Vacation Responder** to accomplish the same results.

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6. Enter a Subject.

7. **Enter** (and format) **your text**. Note that if you want to generate non-html formatted text you can first click on the Plain Text hyperlink. Note too that if you have configured a signature it will be applied to automated responses.



- 8. If you want to limit your automated response to only those people who are contacts, put a check in that checkbox. If you want to limit the response to only include USA employees, check the appropriate checkbox. Note that messages flagged as spam or addressed to a mailing list you subscribe to will not receive the automated response.
- 9. Click the Save Changes button. The Vacation Responder is now active effective your start date.
- 10. While the vacation responder is enabled (and the current date is between the responder's begin and end



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