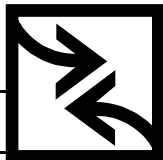


# Auto Forward/ Reply



Use the automatic reply and/or automatic forward features responsibly.



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## First Class

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Using these two features can end up creating massive amounts of email. If you **NEED** to use them, please notify the tech department **FIRST**.

**Automatic Reply** - will send a message in reply to every message sent to you without you having to do anything. This is useful, for example, if you want to let people know that you are not available that day.

**Automatic Forward** - will send your messages to another email address automatically. This is useful, for example, when you want your mail answered by someone else *temporarily*. It should not be used to forward your school mail to another personal email account.

### To set up Automatic Forward and/or Automatic Reply:

1. Go to the **Edit** menu bottom choose **Preferences**.
2. Click on the next to last tab, which is **Messaging**.
3. For **Automatic Reply**, enter the Reply text and set the Local and Internet mail options to yes.
4. For **Automatic Forwarding**, enter the email address(es) to forward the mail to and set the Local and Internet mail options to yes.
5. Click the **Apply** Button at the bottom of the window and then the **OK** button.