



North Spencer County School Corporation Technology Tips

Thursday, May 23, 2007

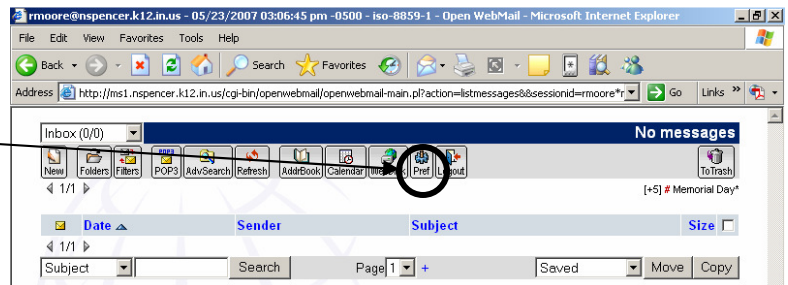
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Robert Moore, Webmaster, etc.

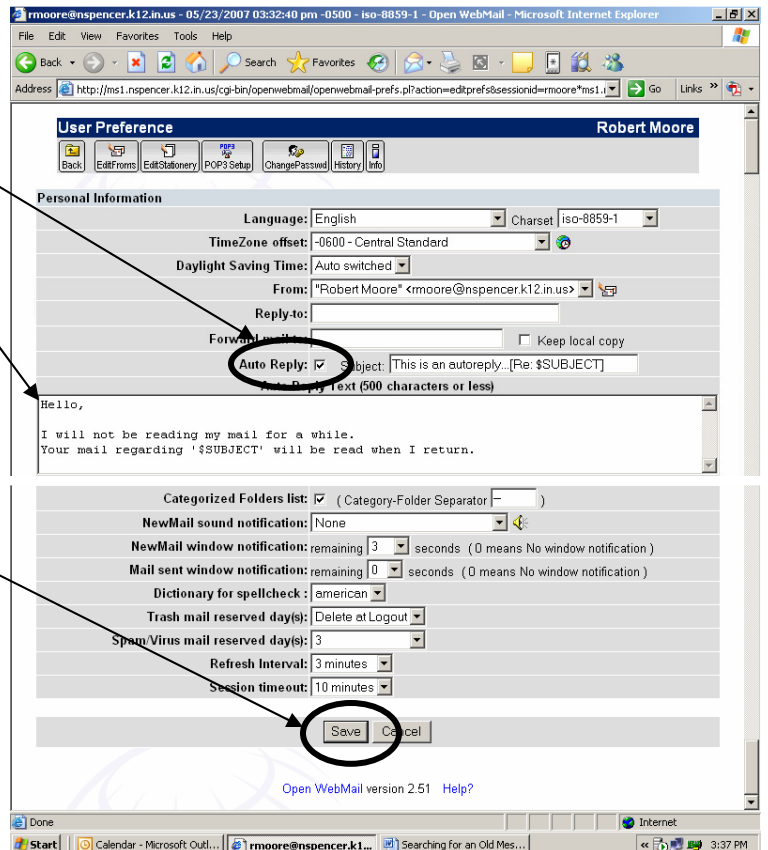
Setting an Auto Reply

Don't you hate it when you send someone an e-mail message and he or she doesn't respond but you don't know why? Well, do unto others as you would have others do unto you. If you're going to be away from your e-mail for an extended period of time (a couple days for a conference, or a vacation period), you can set your Open WebMail to auto-reply to people so they don't get mad at you for not responding right away.

1. Log into Open WebMail and click the **Pref** icon.



2. Click the **Auto Reply** box.



3. If you wish, you can change the message people will get in the **Auto Reply Text** box. If you like it as it is, leave it alone.

4. Scroll down to the very bottom of the window and click the **Save** button.

Now, during your conference or vacation, all your loyal fans won't think you're ignoring them. Thus you will be bringing love and peace to the world. 😊

Warning: When you return, don't forget to uncheck the **Auto Reply** box in step 2!