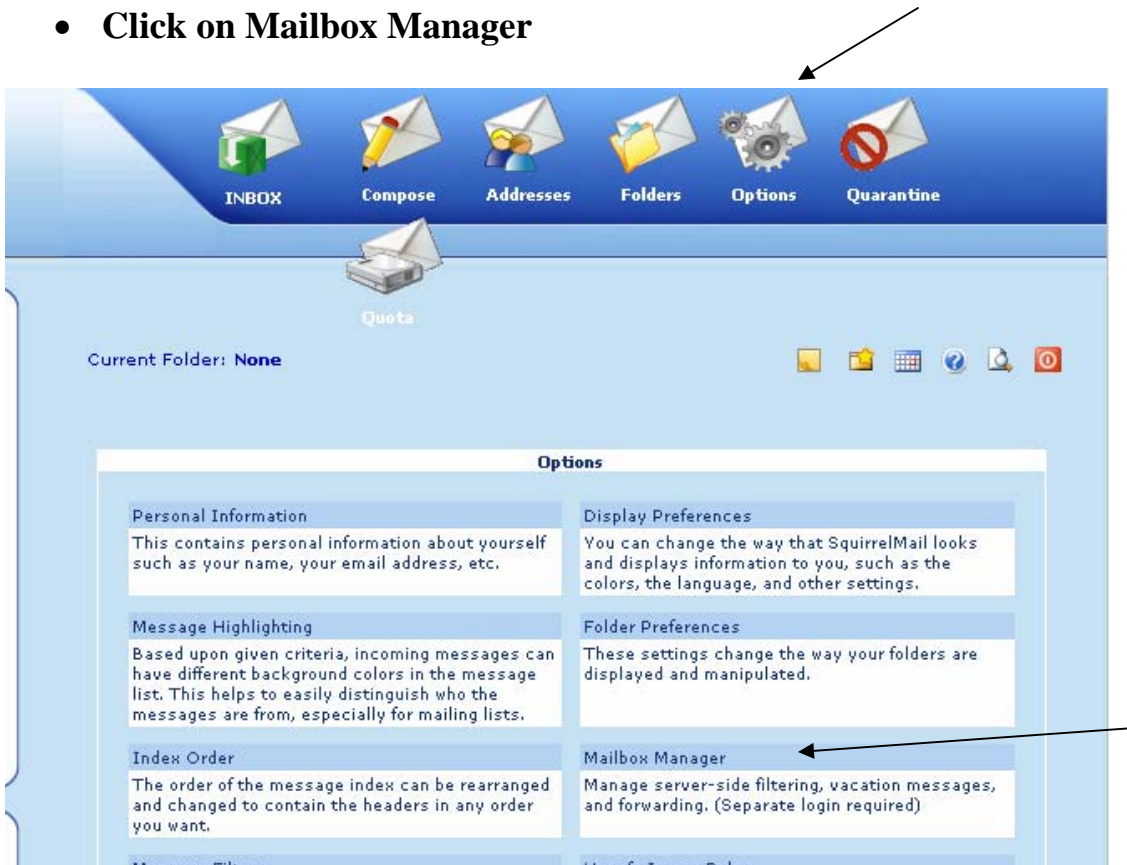


Out of Office Auto-Reply

<http://webmail.wabash.edu/>

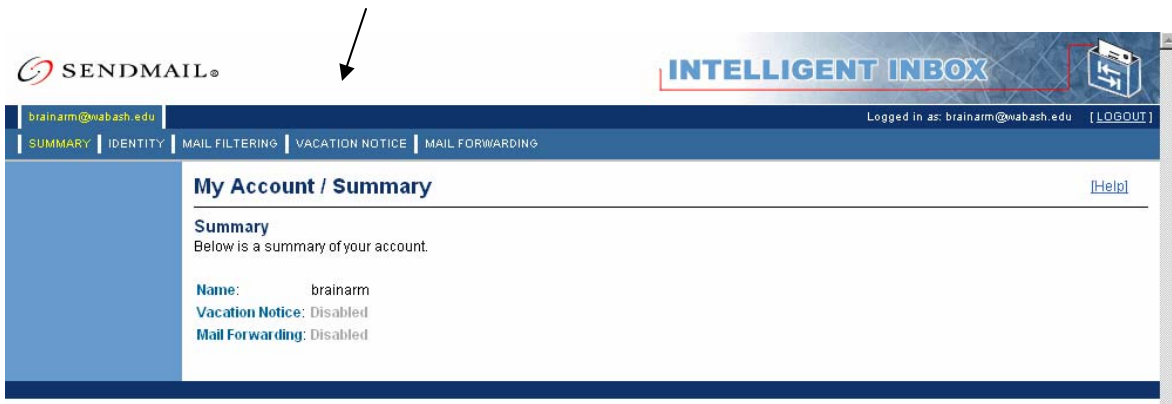
- Log in to your Webmail
- Click on the Options Icon
- Click on Mailbox Manager



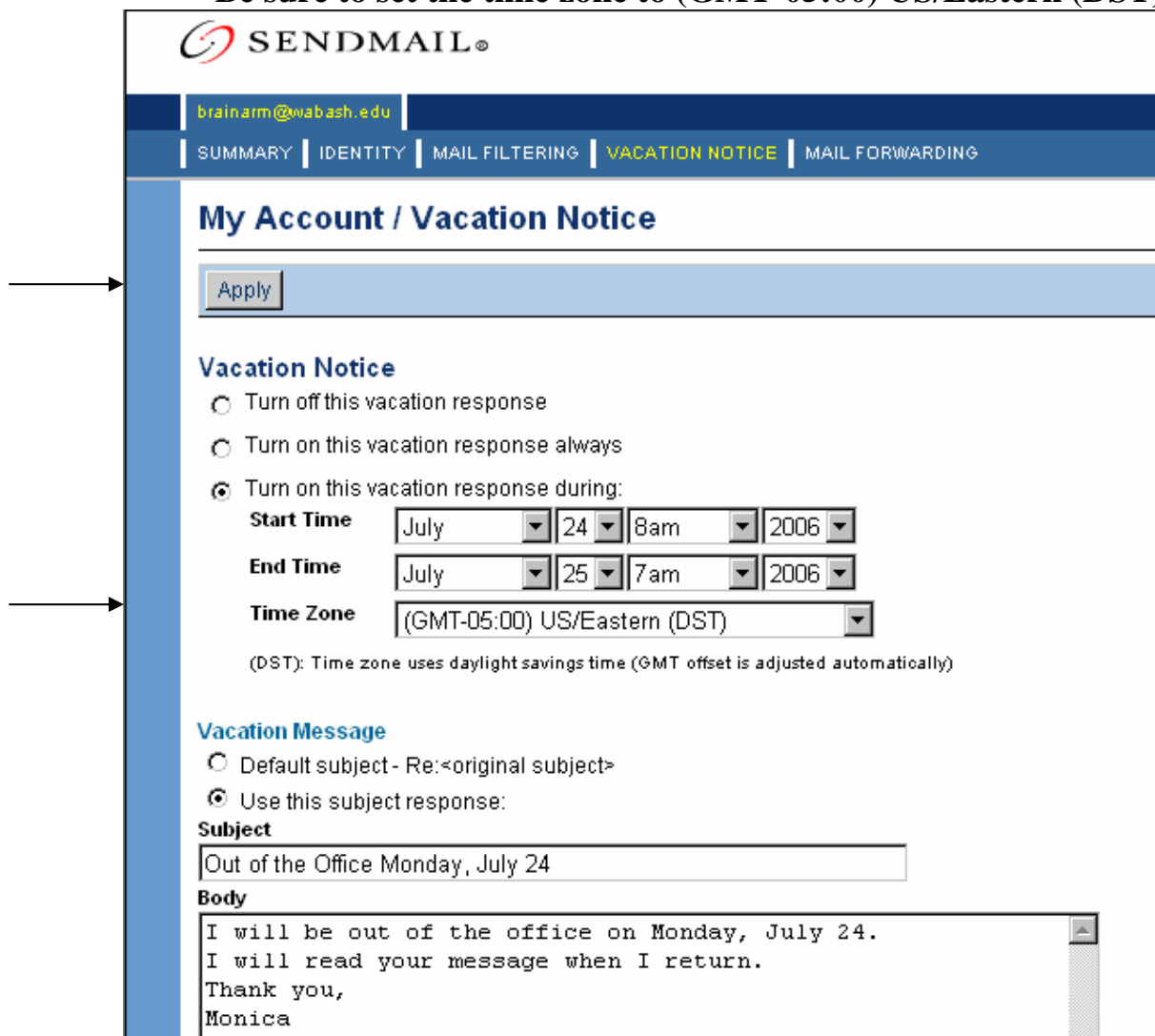
- This will take you to a new Log-in screen

A screenshot of the Sendmail login screen. At the top, there is a header with the Sendmail logo and the text "INTELLIGENT INBOX". Below the header, there is a message box that says "You have logged out. Thank you for using the Message Organizer." Below the message box, there are input fields for "Login:" and "Password:". There is also a checkbox labeled "Remember me on this computer" and a "Login" button.

Then click on the "Vacation Notice" tab



- A new screen will appear with options for setting the date & time of your Out of Office notification.
- Be sure to set the time zone to (GMT-05:00) US/Eastern (DST)



- Once you have filled out your Out of Office form,
- Click “Apply” to save the setting.
You will see a verification of the update at the top of the page.

brainarm@wabash.edu

SUMMARY | IDENTITY | MAIL FILTERING | **VACATION NOTICE** | MAIL FORWARDING

My Account / Vacation Notice

Updated settings for brainarm@wabash.edu.

- Click “Logout”