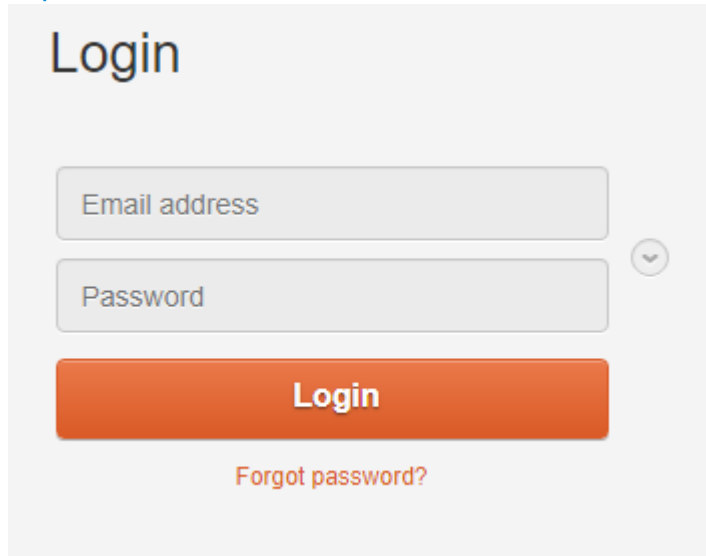


Out of Office replies

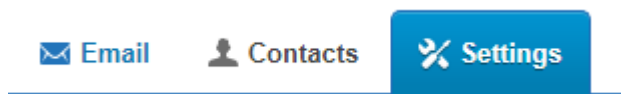
1. Log in to the Webmail client with your email account details at the following address:

<https://email.barweb.com.au/mail/>

A screenshot of a webmail login interface. It features a light gray background with the word "Login" in a large, dark font at the top left. Below the title are two input fields: "Email address" and "Password", both with light gray borders and rounded corners. To the right of the "Password" field is a small circular icon with a downward-pointing arrow. Below these fields is a prominent orange button with the word "Login" in white, bold text. At the bottom of the form, the text "Forgot password?" is displayed in a smaller, orange font.

- 2.

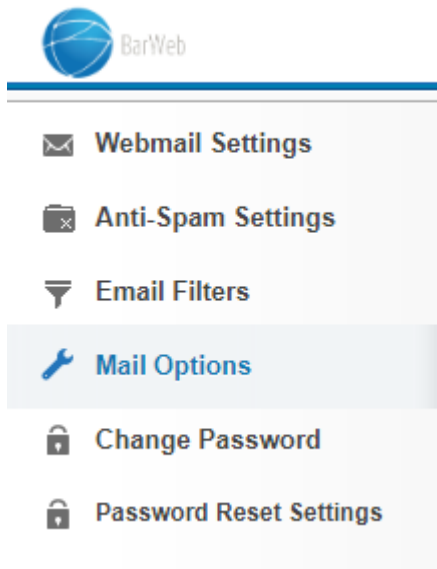
Click the **Settings** tab at the top of the page.



- 3.

Click on **Mail Options**

in the left-hand sidebar.



4.

Turn **Enable Autoreply** on and enter your autoreply message in the text field below.

Enable Autoreply ☒ ON
Check to enable sending the Autoreply

Autoreply subject
Define the subject for your auto-reply message

Autoreply message
Optionally define an auto-reply / vacation message for your email account

Start :
The date and time to start sending the auto reply message

End :
The date and time to stop sending the auto reply message

Autoreply sender email
Enter an email address if you want to send the reply message from a specified address

5.

Click **Save Settings** at the bottom of the page.

6.

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