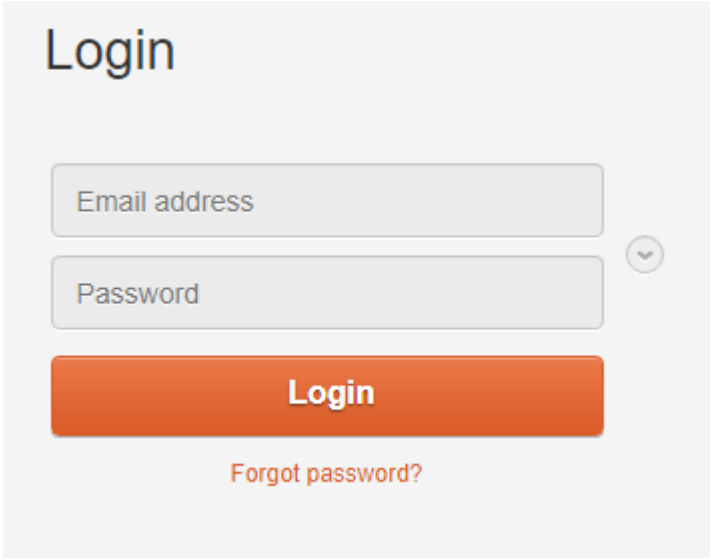
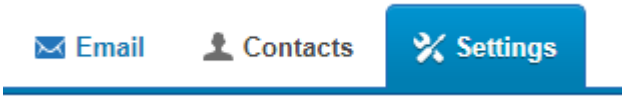
Out of Office replies

1. Log in to the Webmail client with your email account details at the following address: https://email.barweb.com.au/mail/

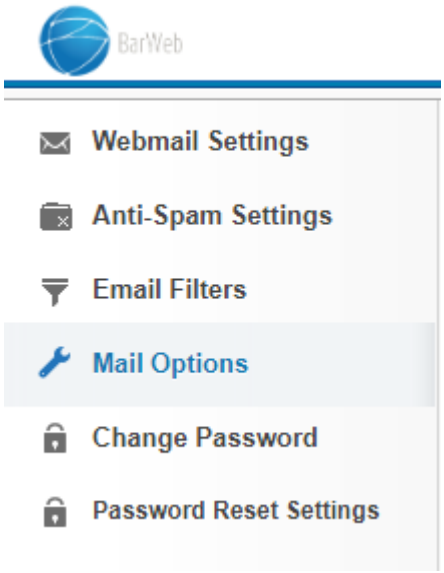


2. Click the **Settings** tab at the top of the page.



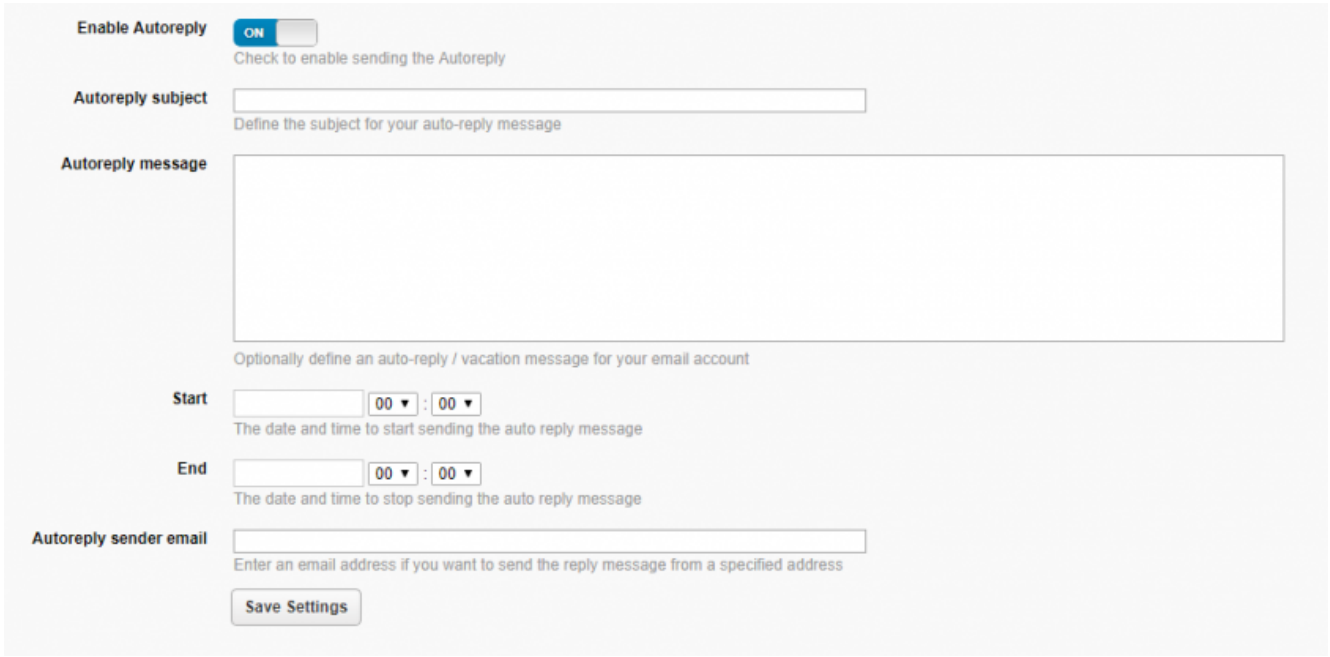
3. Click on **Mail Options**

in the left-hand sidebar.



4.

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



5.

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

6.

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