


Sending a vacation notice automatically

A vacation notice informs the sender of an email that you will not retrieve your emails for a specific period of time. You can set the following:

- the subject and text of the vacation notice
- the time frame when the vacation notice is active
- the email addresses for which the vacation notice is active

How to create and activate a vacation notice:

1. Click on **View** in the toolbar. Click on **Vacation notice** at the bottom. You can also use the **Vacation notice** button in the email settings.

The **Vacation notice** window opens 

2. Enable the **Vacation notice** button.
3. To define the time range for sending the vacation notice, enable **Send vacation notice during this time only**. Set the start and end date.
Note: Depending on the configuration, this setting might not be available.
4. Enter a subject and a text for the vacation notice.
5. In order to display all options, click on **Show advanced options**.
 - You can specify an interval for sending a vacation notice if there are several emails from the same sender.
 - You can specify the sender address to be used for sending the vacation notice.
 - The vacation notice will be sent if messages are reaching your primary email address. You can also activate a vacation notice if messages are reaching your other email addresses.

If a vacation notice is active, the following is displayed:

- On the email settings page, the **Vacation notice** button is marked with an additional icon.
- In the Email app, a notification is displayed above the email list. If clicking on the notification, the **Vacation notice** window opens.

TIP: The vacation notice will be entered as email filter. You can also edit the vacation notice in the email filter settings.

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