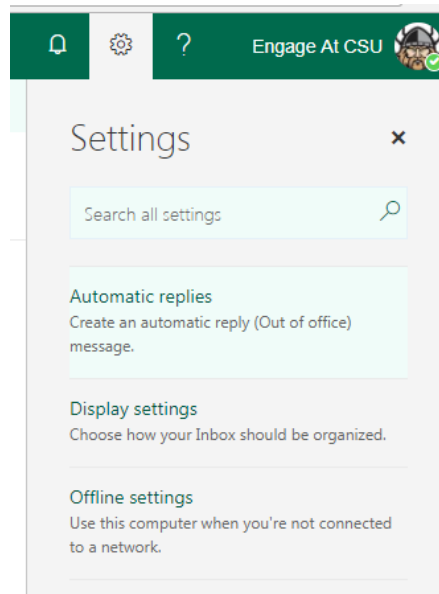




## Set automatic reply

Note: while an auto-reply is on, only one auto reply per email address will be sent. So if an individual sends you more than 1 email while this process is enabled, they will receive only 1 reply, that being from the first email that was sent by the person.

- 1) Select settings (gear icon in upper right corner) and then “set automatic replies”





- 2) To turn the automatic replies off, select “don’t send automatic replies” and select “OK”; to turn on the automatic replies, select “send automatic replies”, set a date range if replies are to go out during a specific time period. Once that end date is reached, the replies will automatically cease. Set the text of the reply and select “OK”. You also have the option to send / not send auto replies to address outside of CSU, simply select / deselect “send automatic reply message to senders outside my organization”. If sending, enter the auto-reply these senders will receive, and then select “OK”

