## Out of office notification – a short manual

Your ZMBH e-mail account offers you the option to auto-generate a reply for incoming e-mails. Most often this is used to send out an "out of office" message. You can switch this service on and off by yourself with the help of the program "SquirrelMail" that can be operated with an internet browser such as Firefox. SquirrelMail also offers other web mail functionalities for your ZMBH e-mail account. This manual only covers the "out of office" messages. If you are not sure what you are doing, please refrain from using the other web mail features until you have got training or part II of this manual has been written.
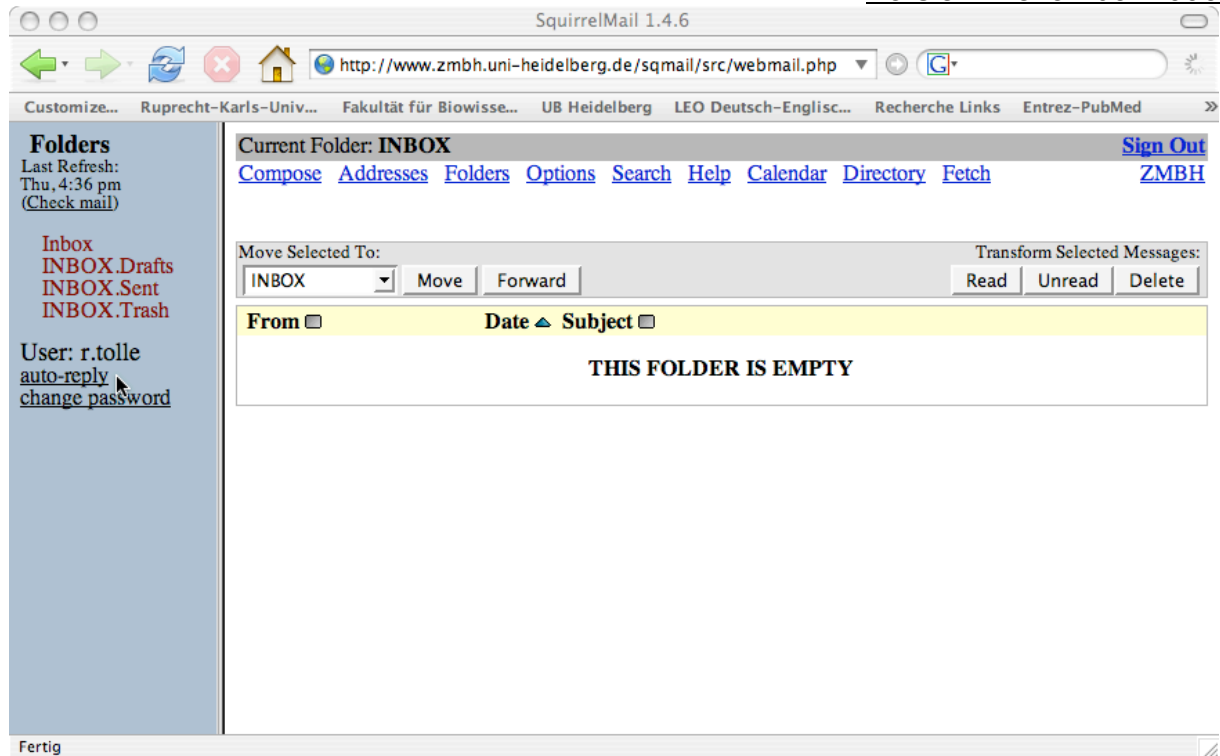
1.
Go to: http://www.zmbh.uni-heidelberg.de/sqmail/src/login.php and enter your e-mail name (only the part before "@zmbh.uni-heidelberg.de") and e-mail password the same way you access your e-mail with a normal client such as Entourage or Outlook. Then confirm with "Login".
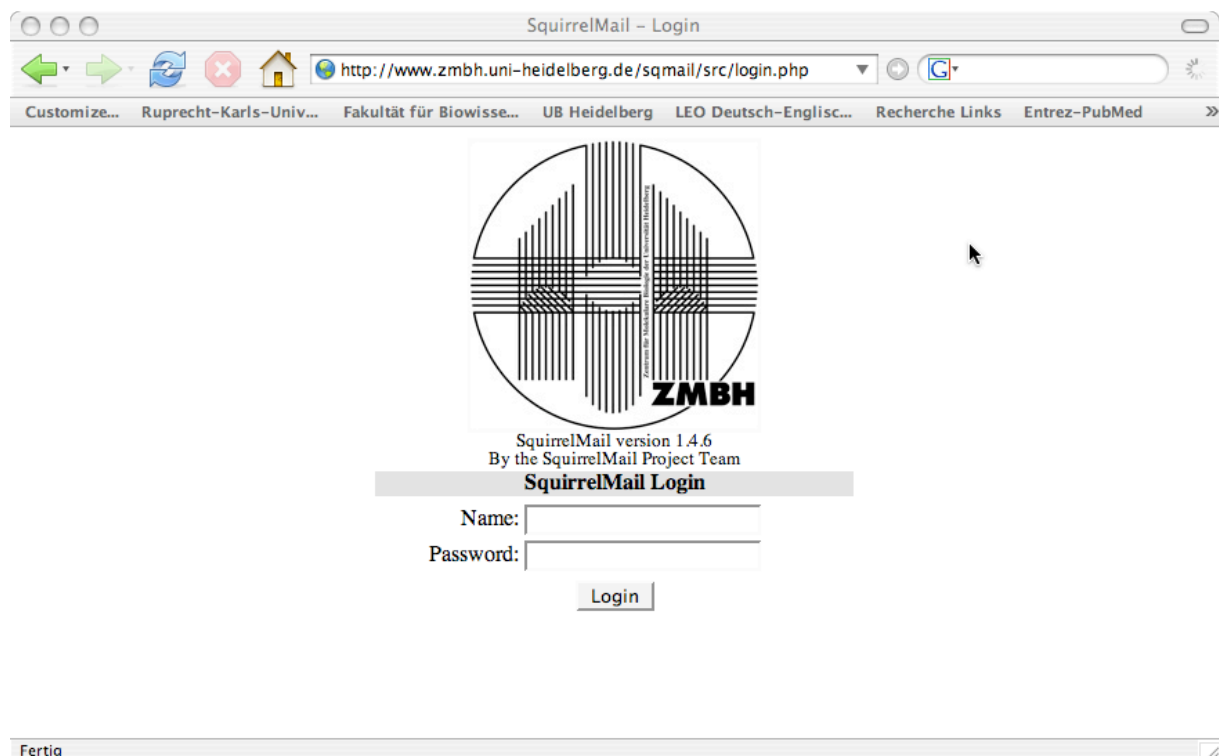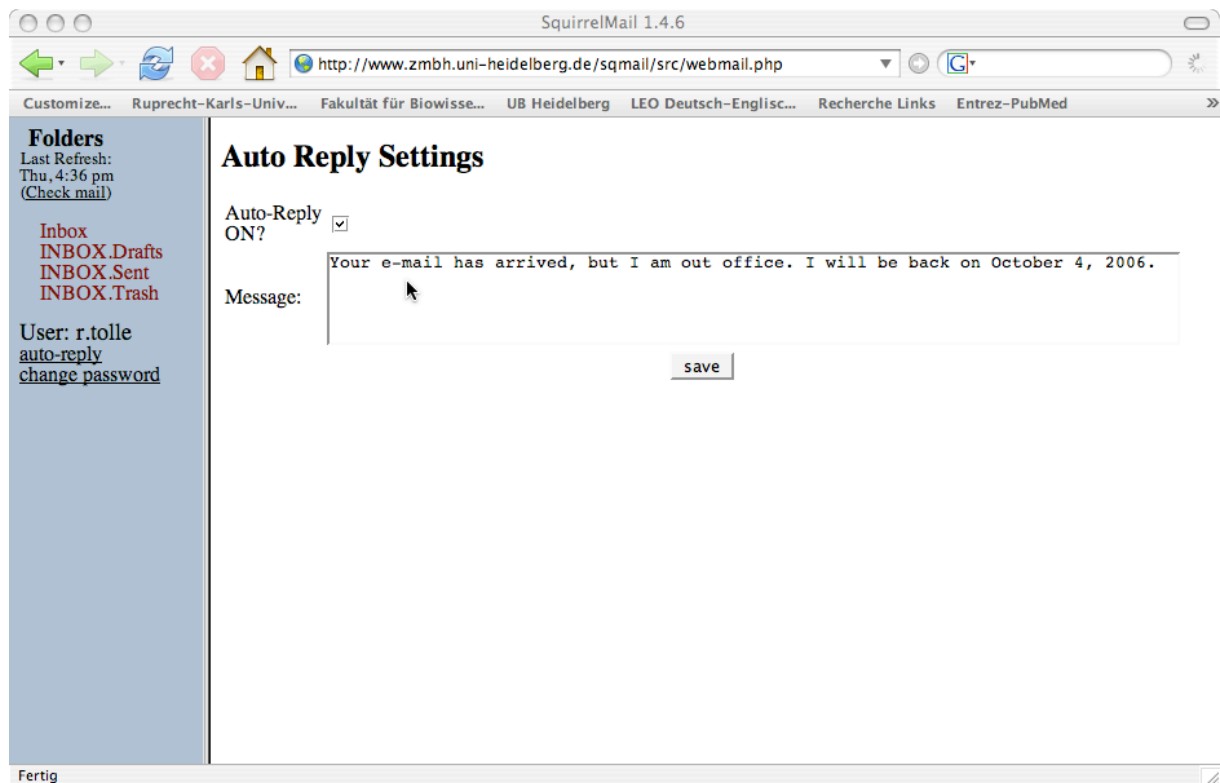

2.
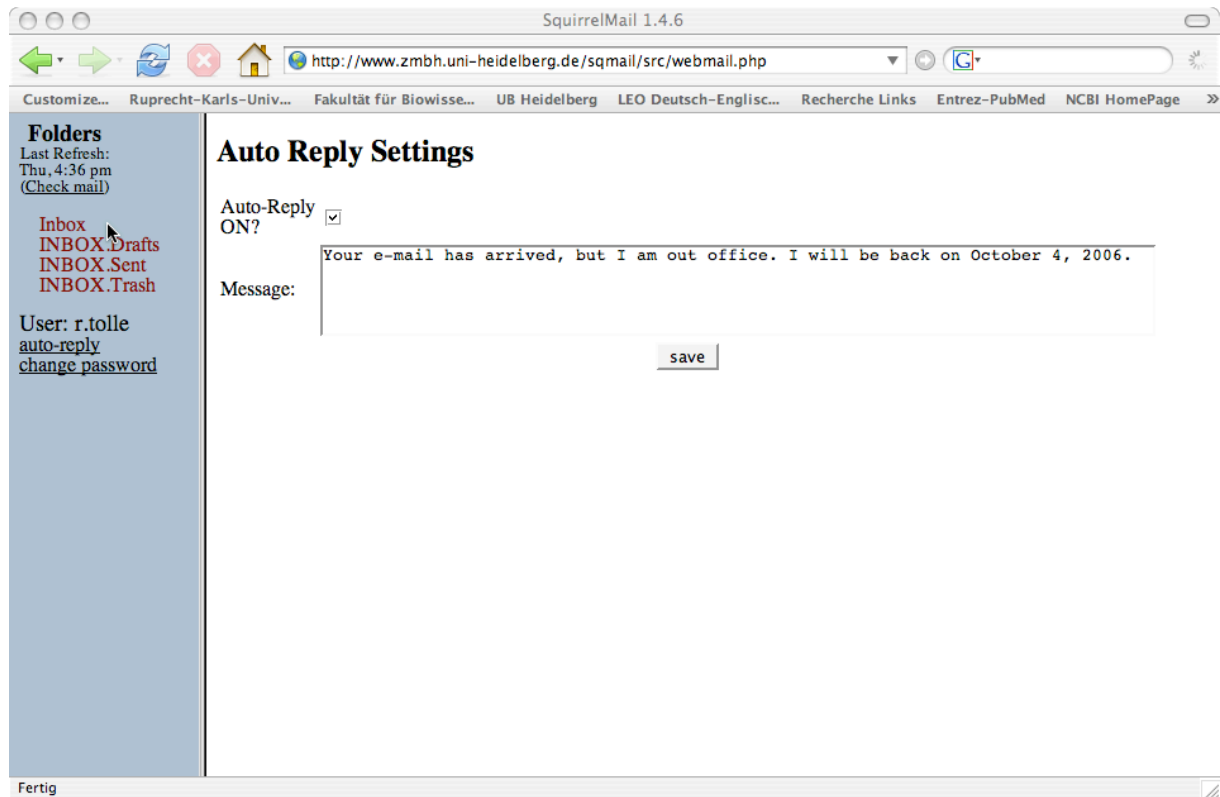Select "auto-reply" on the left side of the screen.

3.

Enter your message in the text box, activate "Auto Reply On?" with the check box on top, and save your settings via the "save" - button.
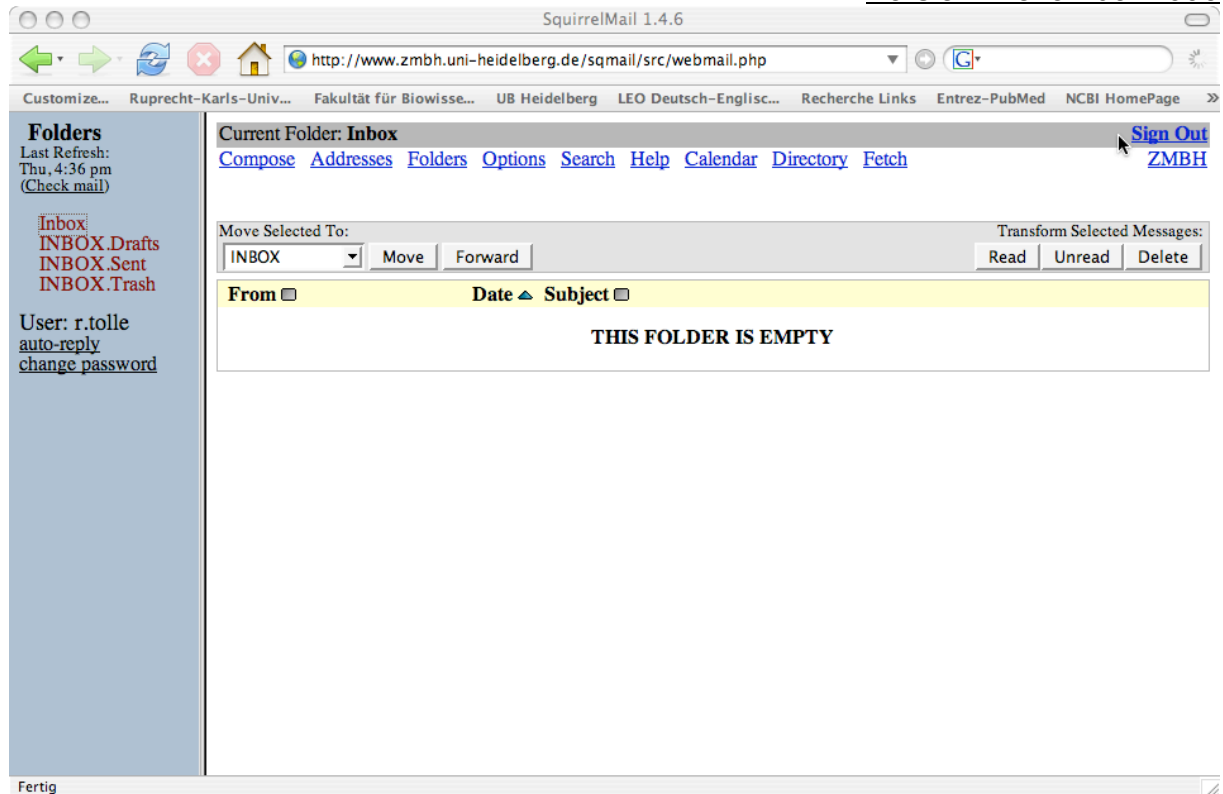
4.
Go back to Inbox via the menu on the left-hand side of the screen.

5.
Click on "Sign Out" in the upper right corner in order exit the program.

6.
"You have been successfully signed out" will appear.

7.
In order to switch off the automatic reply, login like described in steps 1 -3, inactivate "Auto Reply On?", press "save", go back to Inbox, and logout.