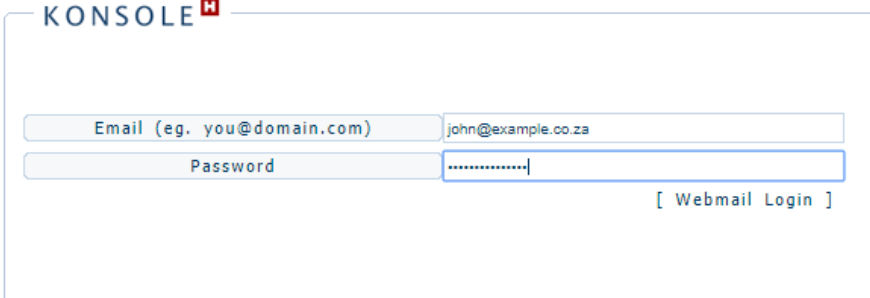



Setting up Automatic Replies for IMAP Mail

1. Open your Web Browser and go to <https://webmail.konsoleh.co.za/>
2. Log in with your **full** email address and email password. (passwords are case-sensitive)

If you forgot your password, please contact Visualize IT to reset it for you



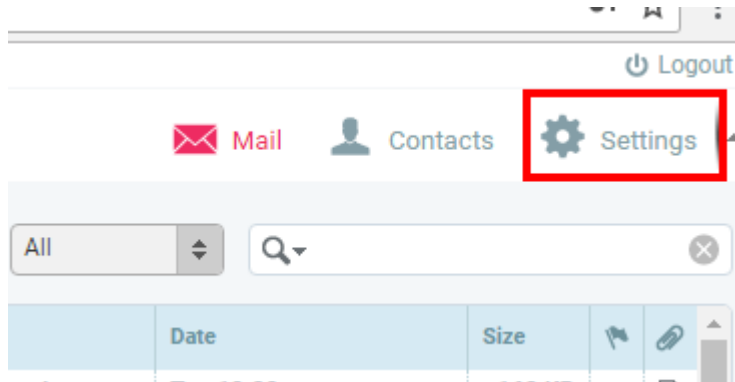
KONSOLE 

Email (eg. you@domain.com)

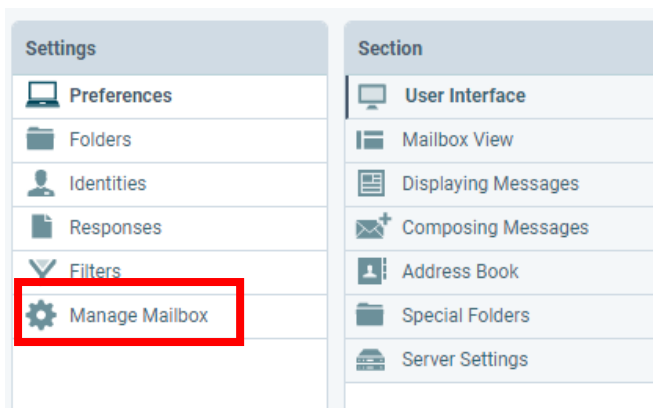
Password

[Webmail Login]

3. Click on **Settings** (the cog/gear icon at the top right)



4. Click on **Manage Mailbox**



5. Sign in with your mailbox password again (Same password as in step 2)

Manage Accounts

Please sign in

john@example.co.za

.....

Sign in

6. Scroll down to **Autoresponse** and edit as needed
7. Toggle the **OFF** switch to **ON**
8. Select an **Expiry date** (Date that the Auto Responder will switch off automatically)
9. Click on **Update Mailbox** at the bottom of the page

Autoresponse

Enable Auto Reply: ON

Expiry Date: 04 Aug 20 ?

Subject: Automatic

Body:

Thank you for your email.

Please note that I am currently out of office and will return on this example date.

Kind regards,
John

Update Mailbox

10. Your Auto Responder is now active.