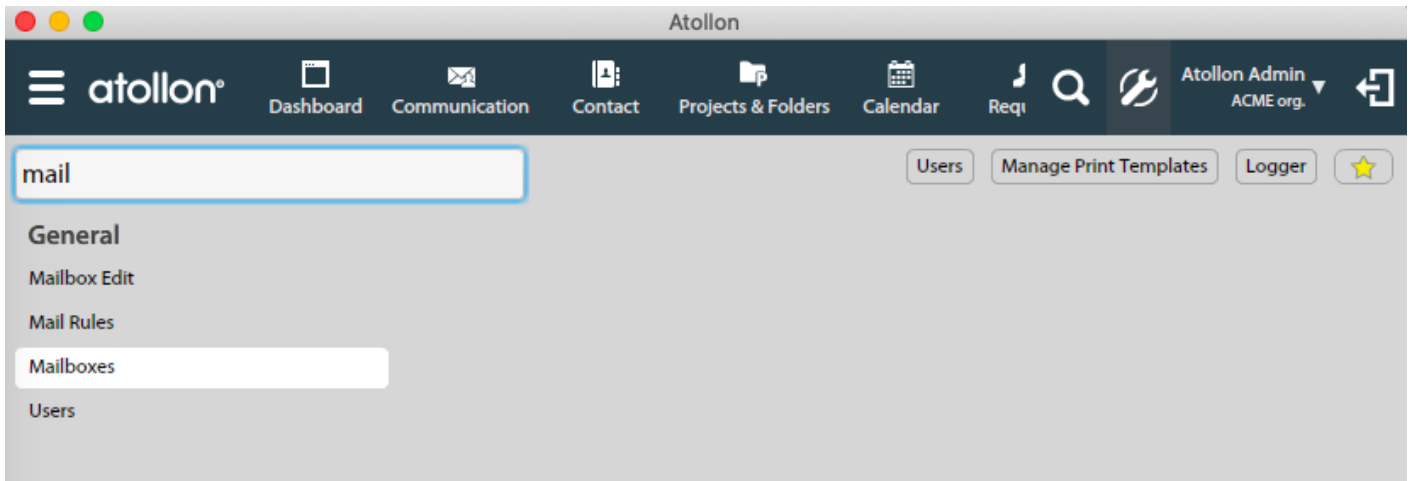


# Set-up auto-response

Do you want to send your partners information that you are not available now?

Go to Options & Tools > Mailboxes



Allow Auto-response

The screenshot shows a mailbox configuration window with a table at the top and settings below. Numbered callouts are placed as follows: 1 points to the 'safka' entry in the 'Name' column; 2 points to the 'Auto response enabled' checkbox; 3 points to the start of the auto-response message text; 4 points to the 'Save' button; and 5 points to the right edge of the window frame.

Name	User	Active
safka	safka	true

**Auto response settings**

☒ Auto response enabled

Auto response message

Dear Sender,

please note that I am not available until Wednesday 29th September, 2010. In case of any question or urgent matters, please contact our support at helpdesk@atollon.com or call +420 222 310 600.

Close Save

First select **mailbox** (yes, you can have more mailboxes), then allow **Auto response** and write your message. In the end, do not forget to **Save**.

Now once someone sends you e-mail (message), he/she gets the notification automatically.

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