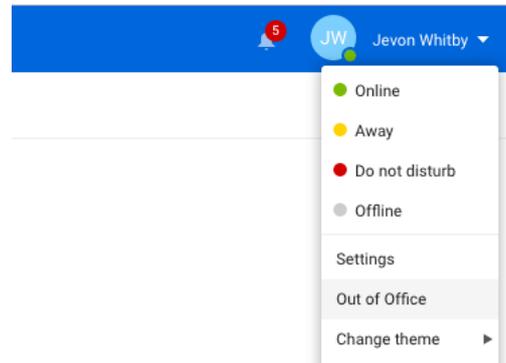


## How to Set Email Out Of Office: [Kerio Webmail](#)

1. Sign in to Kerio Webmail, and click your email name in the top right of the browser window. Choose 'Out Of Office' from the dropdown Menu.



2. Tick 'Send Out Of Office Message', choose the date and time period you wish your Out Of Office to remain active for, enter the message you wish to use for your Autoreply in the text field, and click 'Save'.

### Out of Office

Setting of automated responses to incoming messages. These messages can inform senders that you currently don't have access to your mailbox.

Send "Out of Office" messages

Only in this period

12/7/2018 5:00 PM - 1/2/2019 5:00 PM

Thank you for your email - I am currently on annual leave until 2nd January 2019.  
Please email all queries to support@lineal.co.uk or call 01271 375999.  
Kind regards,  
|

Will be sent only once to each sender.

**SAVE**