


After logging in, click the  **Options** icon at the top of the Webmail page. Now select the **Forward E-mail/Vacation Reply** link on the left side navigation.

Set up automatic forwarding of and/or responding to your incoming e-mail.

Forward E-mail	
Forward incoming messages to	<input type="text"/>
Check the box below to delete original messages after forwarding or replying.	
<input type="checkbox"/>	Delete original message
<i>Caution! If you don't understand what this does then leave it unchecked.</i>	

Set vacation/automatic reply	
Incoming messages are still delivered to your olemiss.edu account after you enable the responder. Complete the information below to set the reply senders will receive while the responder is enabled. To forward a copy of incoming messages to a different account, enter an e-mail address in the "Forward E-mail" section above.	
<input type="checkbox"/>	Enable responder
<input type="checkbox"/>	Only respond to messages addressed specifically to this account
Only send to a particular user	<input type="text"/> Once a day <input type="button" value="v"/>
Disable this response after	<input type="text"/> 0 <input type="button" value="v"/> minutes <input type="button" value="v"/>
Message subject	<input type="text"/> Out of the office
Message body	<input type="text"/> I am out of the office and will not be able to check e-mail after the holidays. <input type="button" value="v"/>

- **Forward incoming e-mail to** - Type the e-mail address you wish to forward to.
- **Delete original message** - Check box if the original message is to be deleted after it has been forwarded or responded to.

*Note* - If you check this when setting up an automatic response, the message will not be kept.

- **Enable responder** - Check this box to start automatic responding to sender.
  - **Only respond to messages** - Check this box to only respond to messages that are specifically addressed to you and not to multiple addresses.
  - **Only send to a particular user** - Select an option for how often you want responses sent.
  - **Disable this response after...** - Enter the length of time you want this response to be in effect.
  - **Message subject** - Type in the message subject.
  - **Message body** - Type in your message.
- Save your settings. Remember to change these settings when you wish to stop automatic responses.