# EMAIL OUT-OF-OFFICE AUTO RESPONDER

The out-of-office auto responder can be set for an individual, everyone at an entire domain or for everyone at an entire organisation. Each auto responder works the same way.
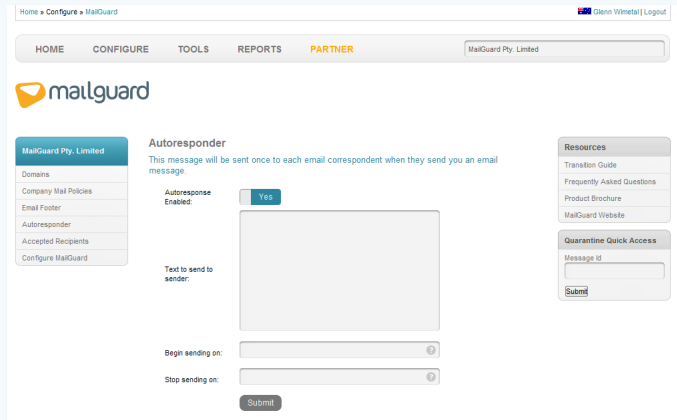
The information in this document relates to the new unified management console at https://console.mailguard.com.au/

## Setting an individual's auto responder

To set an auto responder for a single email address, go to Configure > Users > Edit

Click on Email Addresses.

Click 'Auto Responder' next to the email address on which you  want to create an out-of-office auto responder.



## Setting an auto responder on a whole domain

To set an auto responder for every email address in a domain, go to Configure > MailGuard > Domains

Select 'Auto Responder'  from the additional actions menu ( > ) next to the domain on which you  want to create an out-of-office auto responder.

## Setting an auto responder for the entire organisation

To set an auto responder for a everyone at your organisation, go to
Configure > MailGuard > Auto Responder

## Configuration Settings

Auto responders respond to every person that sends you email just once. If you change the message, we'll start again and respond to each person just once with that new message.

The begin and end dates are optional. If you don't set them, the auto responder will start immediately and work indefinitely. If you set the start date, the responder will start then and work until turned off. If you only set an end date, the response will stop being sent after that date.

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