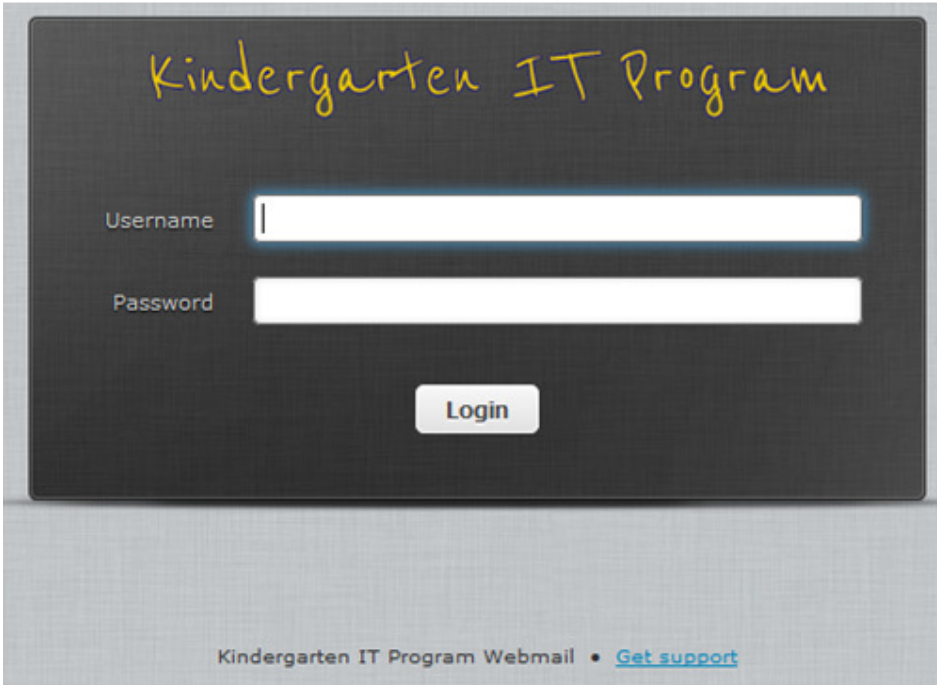


Setting Up an Out Of Office Reply/Autoresponder

If you're away or unable to check your email, you can set up an 'autoresponder' - a message that people automatically get when they try and contact you.

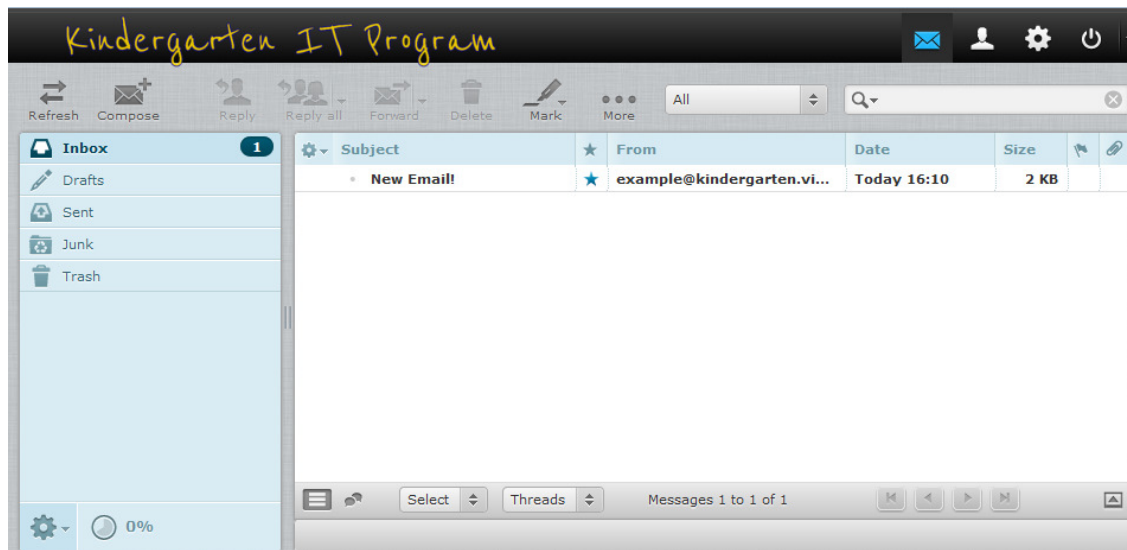
Open a Web browser program such as Internet Explorer or Mozilla Firefox and then...

1. Type <https://webmail.kindergarten.vic.gov.au/> into the Address bar or [click here](#).

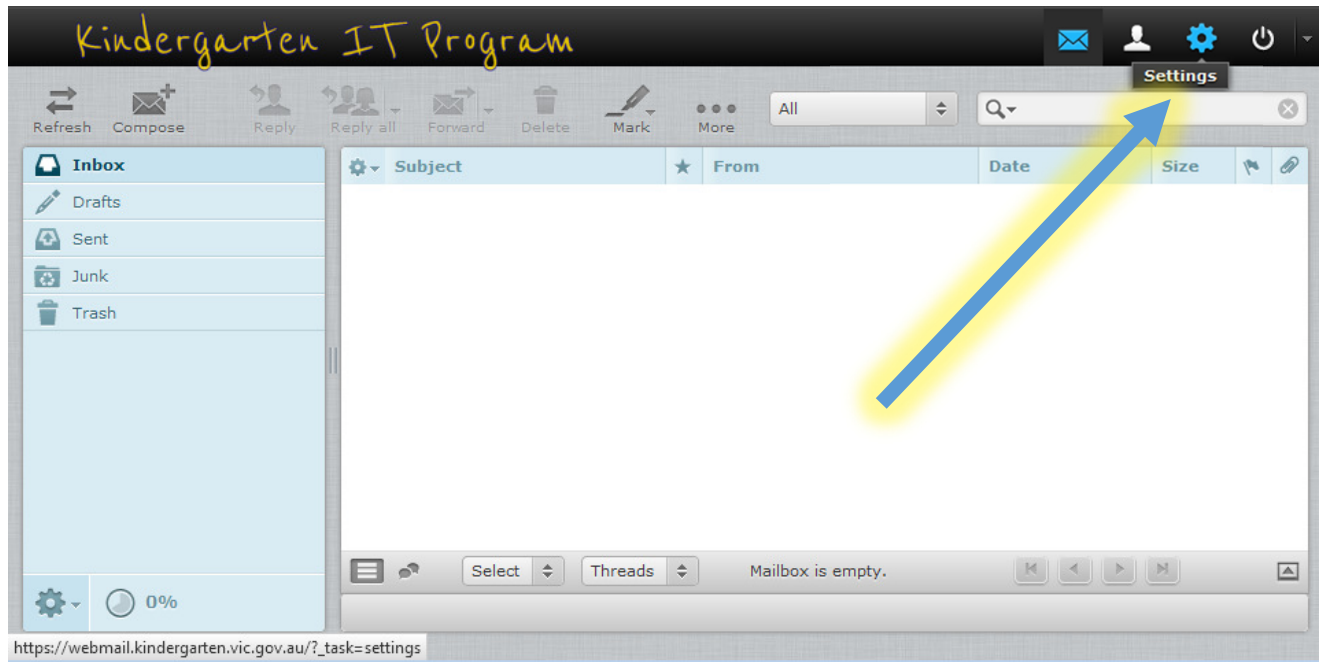


The screenshot shows a dark-themed login page for the Kindergarten IT Program. At the top, the text "Kindergarten IT Program" is written in a yellow, handwritten-style font. Below this, there are two white input fields: one for "Username" and one for "Password". A white "Login" button is centered below the password field. At the bottom of the page, the text "Kindergarten IT Program Webmail" is displayed, followed by a blue link for "Get support".

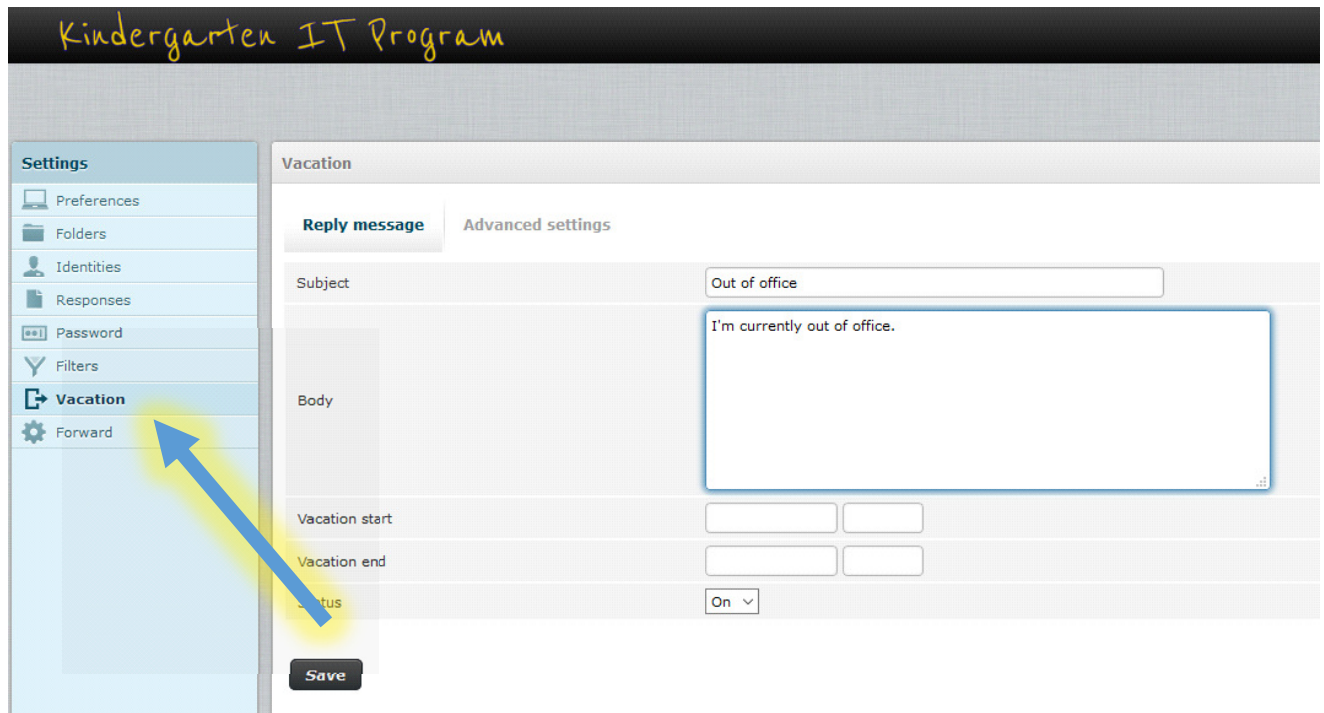
2. Enter your full email address and password into the appropriate fields and click "Login" button
3. The following screen will display your kindergarten email.



- Click the settings menu along the top



- Click the Vacation link on the lower left hand side.



- Then enter the message you would like people to receive when sending you an email, select the 'Vacation Start' date and 'Vacation End' date, and click the 'Status' dropdown, and select 'On', and then click 'Save'.
- When you want to turn it off, follow the same process, but select 'Off', and press 'Save'.

8. You can set the 'Reply sender address' by going to the 'Advanced settings' tab.

