

Setting Up an Out Of Office Reply/Autoresponder

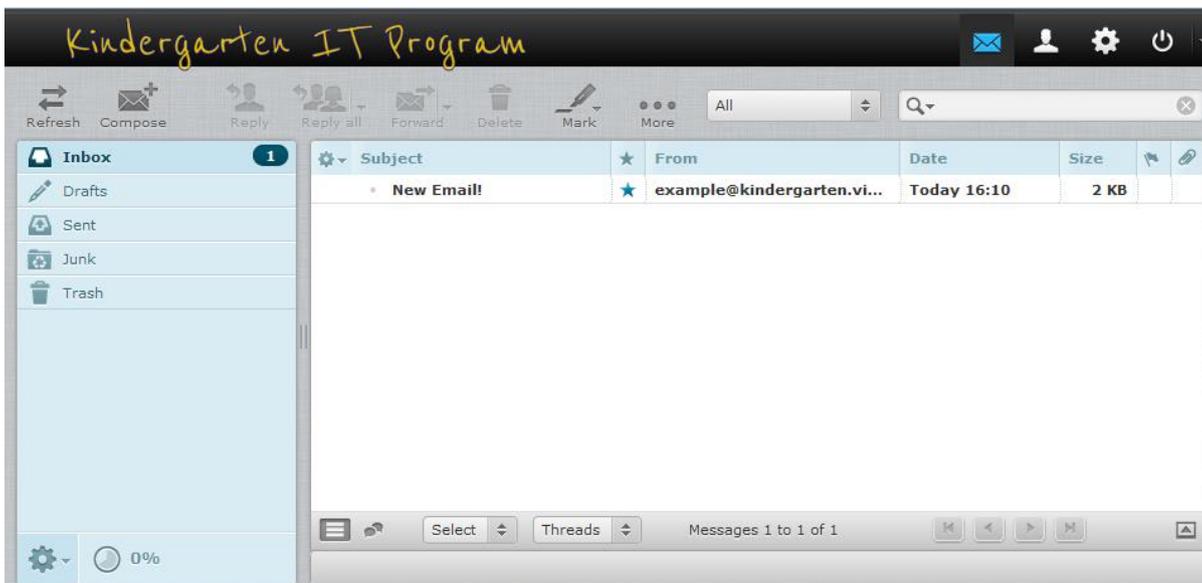
If you're away or unable to check your email, you can set up an 'autoresponder' - a message that people automatically get when they try and contact you.

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

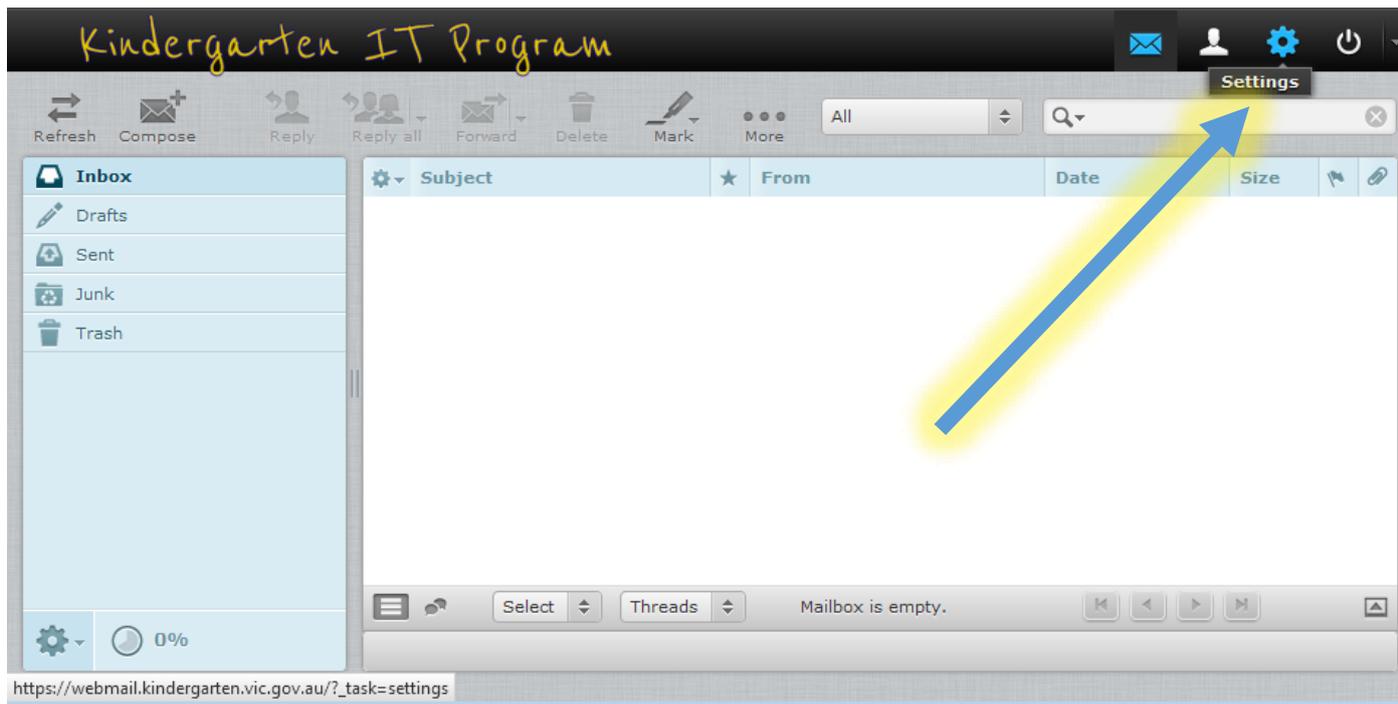
1. Type <https://webmail.kindergarten.vic.gov.au/> into the Address bar or [click here](#).



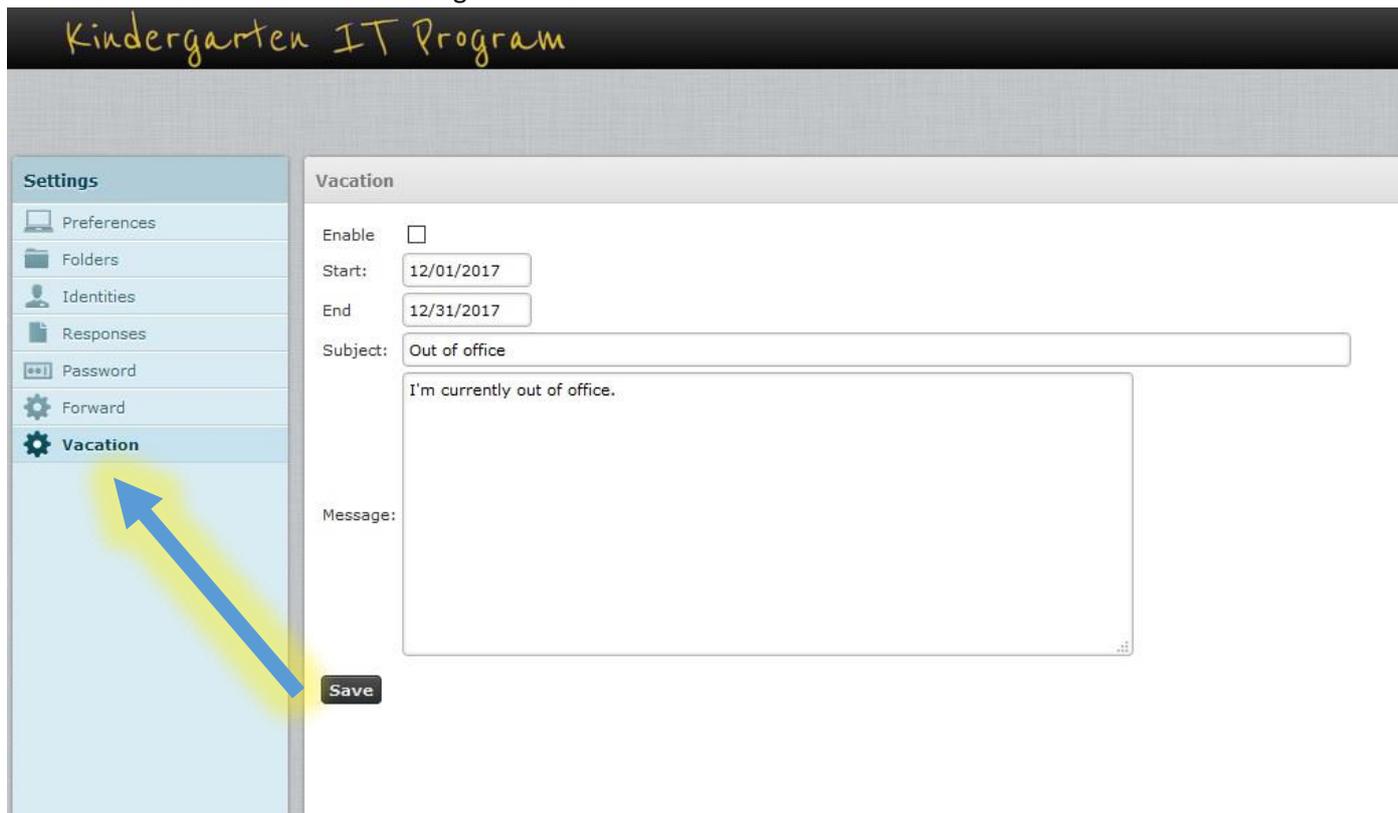
2. Enter your full email address and password into the appropriate fields and click "Login" button
3. The following screen will display your kindergarten email.



4. Click the settings menu along the top



5. Click the Vacation link on the lower right hand side.



6. Then enter the message you would like people to receive when sending you an email, select the 'Start' date and 'End' date, and tick the 'Enable' box, and press 'Save'.
7. When you want to turn it off, follow the same process, but untick the 'Enable' box, and press 'Save'.