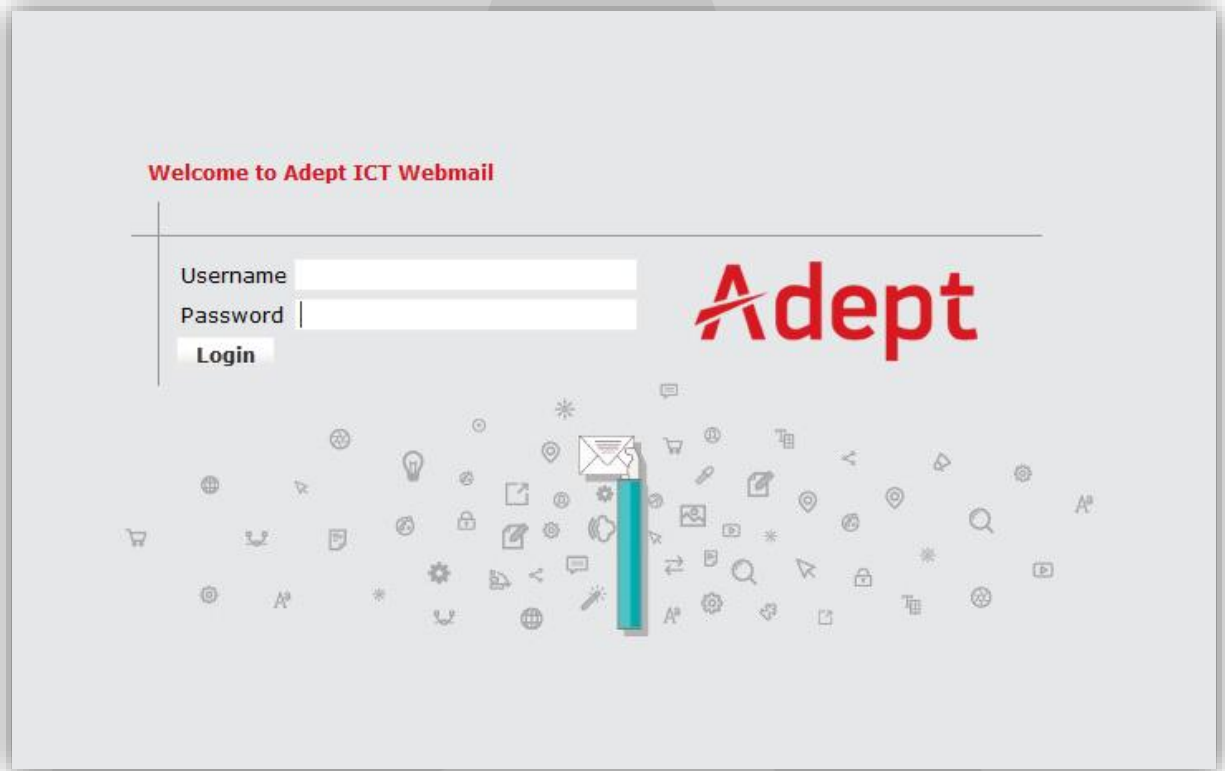
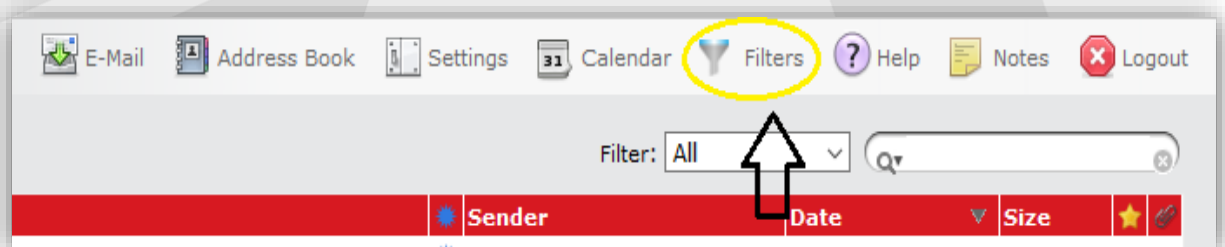


Using the Adept Webmail Out-Of-Office Function

1. From the login screen located at <http://webmail.adept.co.za>, log in with your email address as your username, and password as supplied



2. Click on the "Filters" button near the top right



3. Click on the "Out of Office" tab, tick the box called "Enable out of office messages / responses"

Webmail Filters for testemail@adept.co.za

Spam settings Blacklist Whitelist **Out of Office** Change password

Enable out of office message / responses

4. Type your desired message in the text space, and click on "Apply changes" at the bottom to save and activate the message
5. To disable the message, log in using the same process and untick the "Enable out of office messages / responses" box