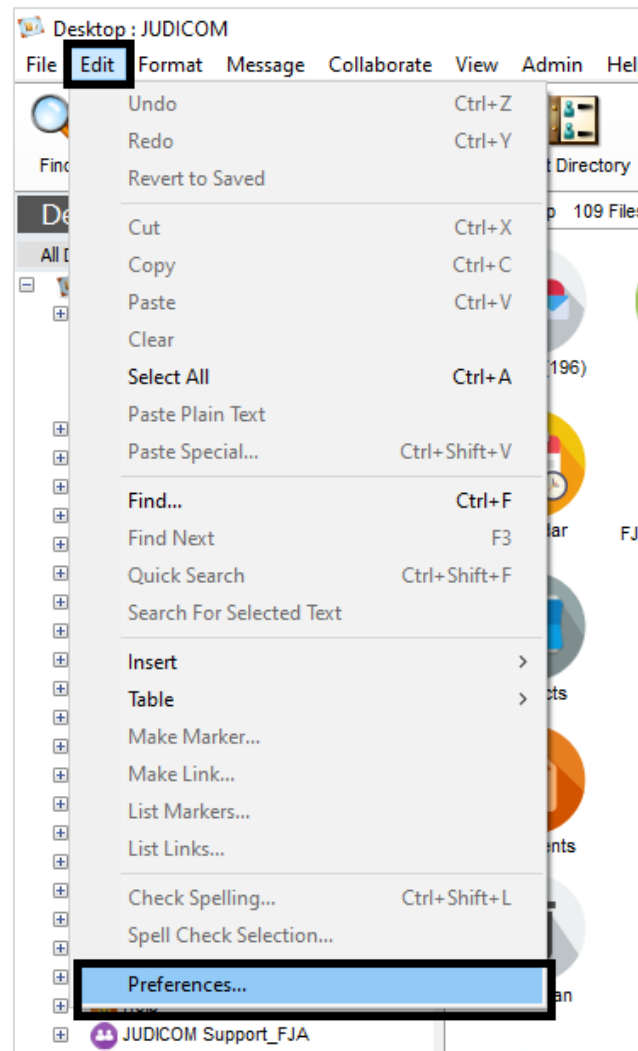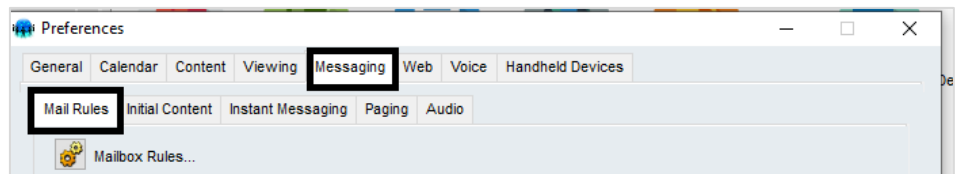# How to set up an auto reply in JUDICOM

1. Once signed in to FirstClass, click on **Edit** then **Preferences**

2. In the Preferences dialog box, click on the **Messaging** tab and ensure you are on **Mail Rules**

3. Ensure that the GREEN highlighted section is set to Reply Sender
   a. Ensure that the **BLACK** highlighted section is set to **Yes** for Local mail and Internet Mail
   b. The RED highlighted section is where you can insert the text that will be sent automatically when someone sends you a JUDICOM email.
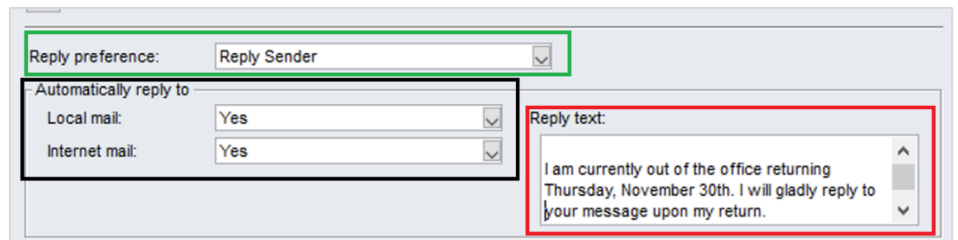
4. Click on **Apply** and then **OK** to save these settings

Reply preference:	Reply Sender	

Automatically reply to

Local mail:	Yes	Reply text:
Internet mail:	Yes	Le français suit : Hello,

Automatically forward

Local mail:	Yes	Forward to:
Internet mail:	Yes	👤 d•••••••••••••t@gmail.com
Voice/fax mail:	No	
Method:	Forward	

Junk mail handling:	Accept	

Default	Apply	Cancel	OK