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.
- × 👜 Preferences General Calendar Content Viewing Web Voice Handheld Devices Messaging nitial Content Instant Messaging Paging Audio Mail Rules Mailbox Rules \sim Reply preference: Reply Sender Automatically reply to \sim Local mail: Yes Reply text: Internet mail: Yes \sim ^ I am currently out of the office returning Thursday, November 30th. I will gladly reply to your message upon my return.

4. Click on **Apply** and then **OK** to save these settings

Reply preference:	Reply Sender		
Automatically reply to Local mail: Internet mail:	Yes		Reply text: Le français suit :
internet mail.	Yes		Hello,
Automatically forward			
Local mail:	Yes	\sim	Forward to:
Internet mail:	Yes	\sim	🔹 d++++++++t@gmail.com
Voice/fax mail:	No	\sim	
Method:	Forward	~	
Junk mail handling:	Accept		
		Default	Apply Cancel OK