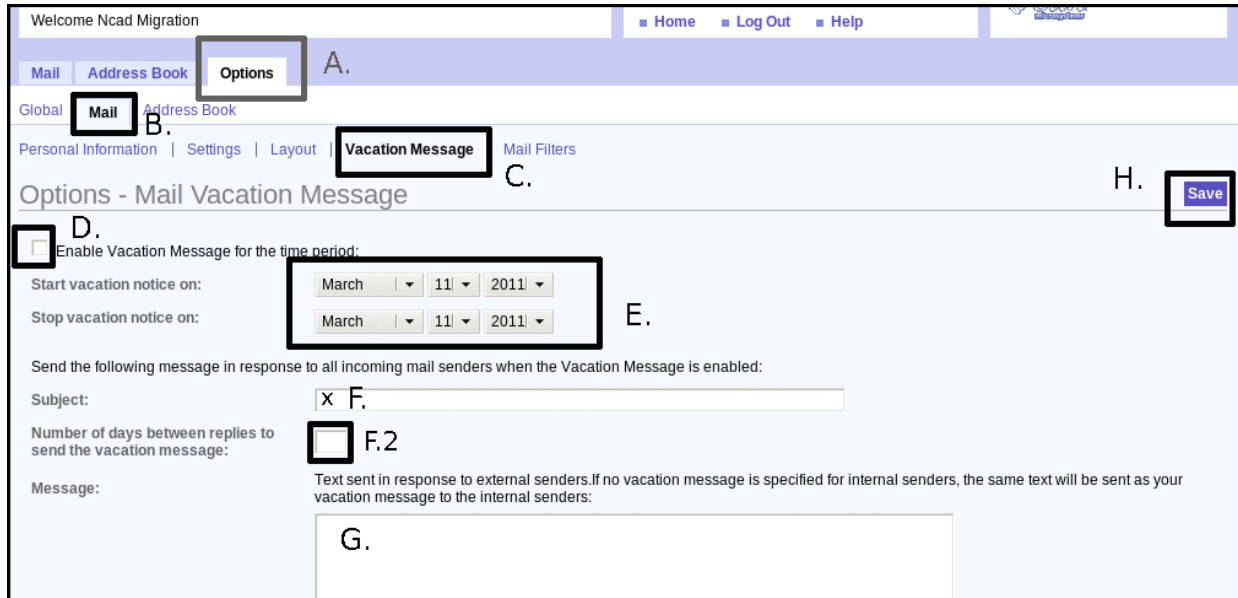**NCAD Webmail and setting up an "Out of Office" Reply**

First log into your NCAD Staff Webmail account
For instructions please click here

To setup an "Out of Office" reply (autoreply) to emails you receive do the following:

A. Click on the "Options" tab

B. Click on the "Mail" tab

C. Click on "Vacation Message" tab

D. Place a tick in box for "Enable Vacation Message...." by clicking on it

E. Select the "Start Date" and "End Date" for the Vacation Message

F. Put in a subject line for the "Out of Office" reply

F.2 If you wish users to receive an autoreply straight away put a "0" in box

G. Put in text for your message

H   Once happy with options you have selected please click on
     Save button on top right