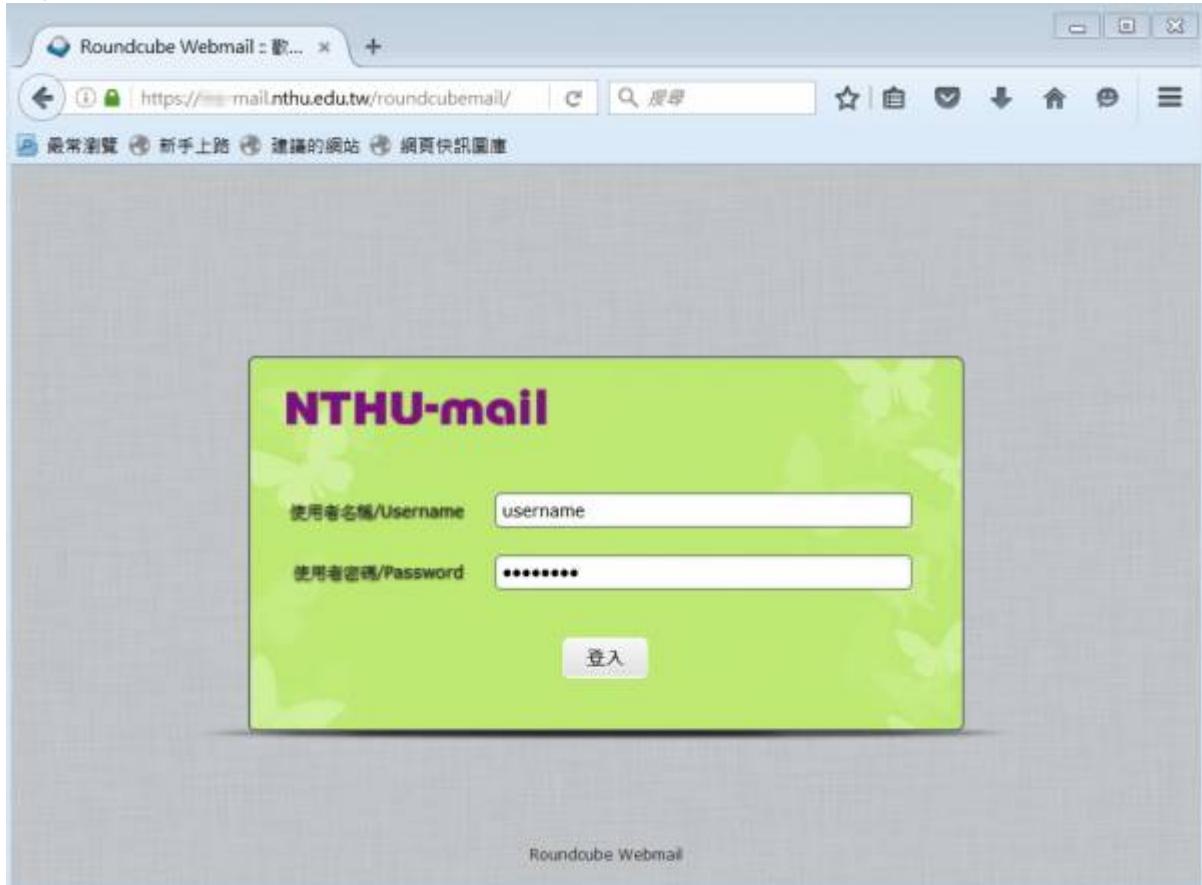


Mail forward and vacation autoreply

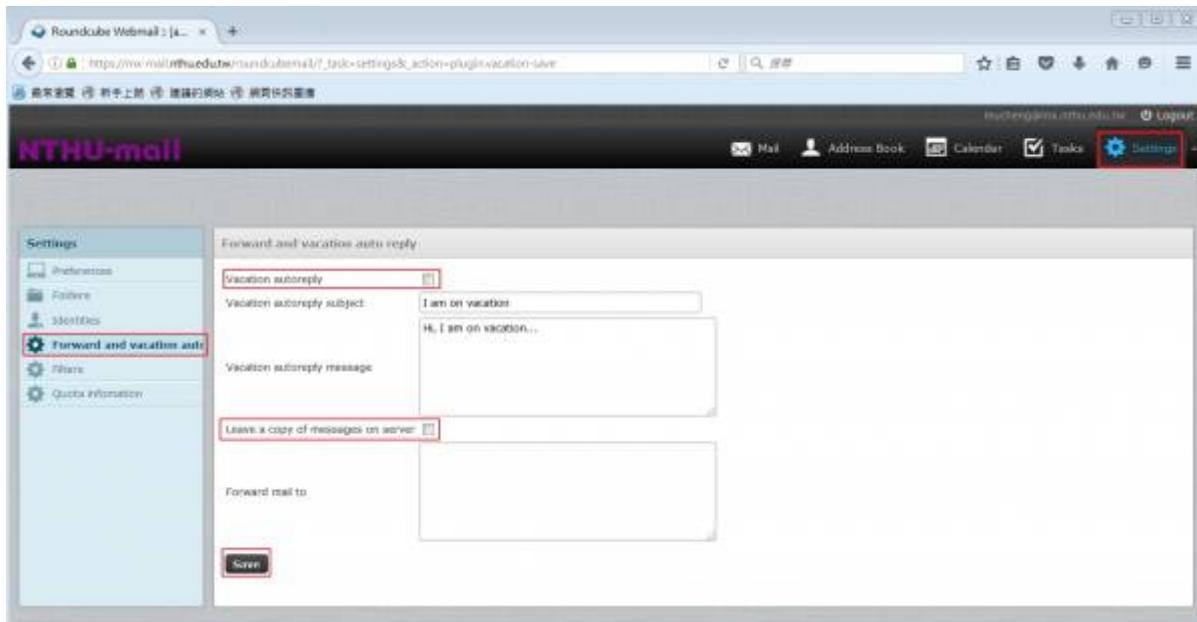
- The “mail forward” utility is used to forward the incoming mails to your specified addresses.
- The “vacation autoreply” utility automatically replies to incoming mail. The default interval between repeat replies to the same sender is 1 week. When your vacation is over, please remember to disable it to avoid the unwanted troubles.

Enable mail forward

1. Login [Roundcube Webmail](#)



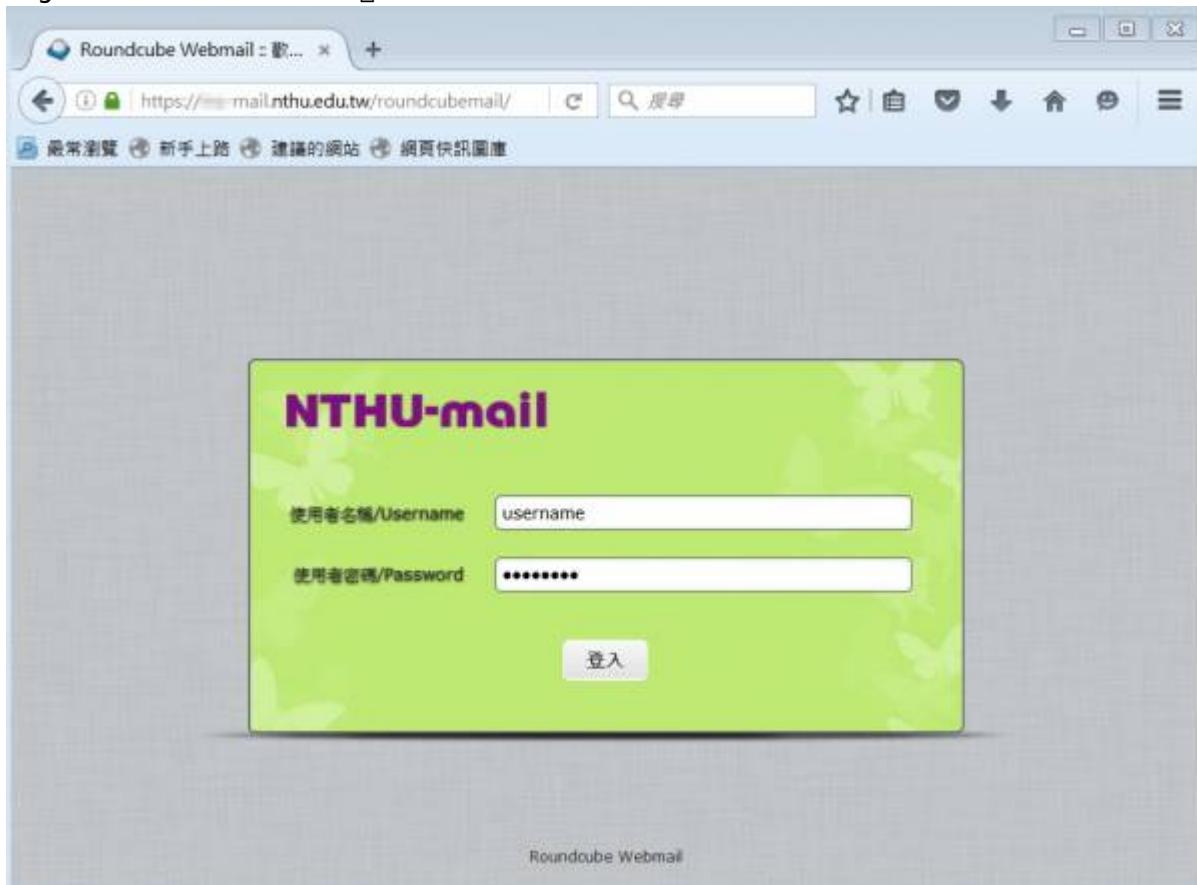
2. Click [Settings] at the upper right hand corner.



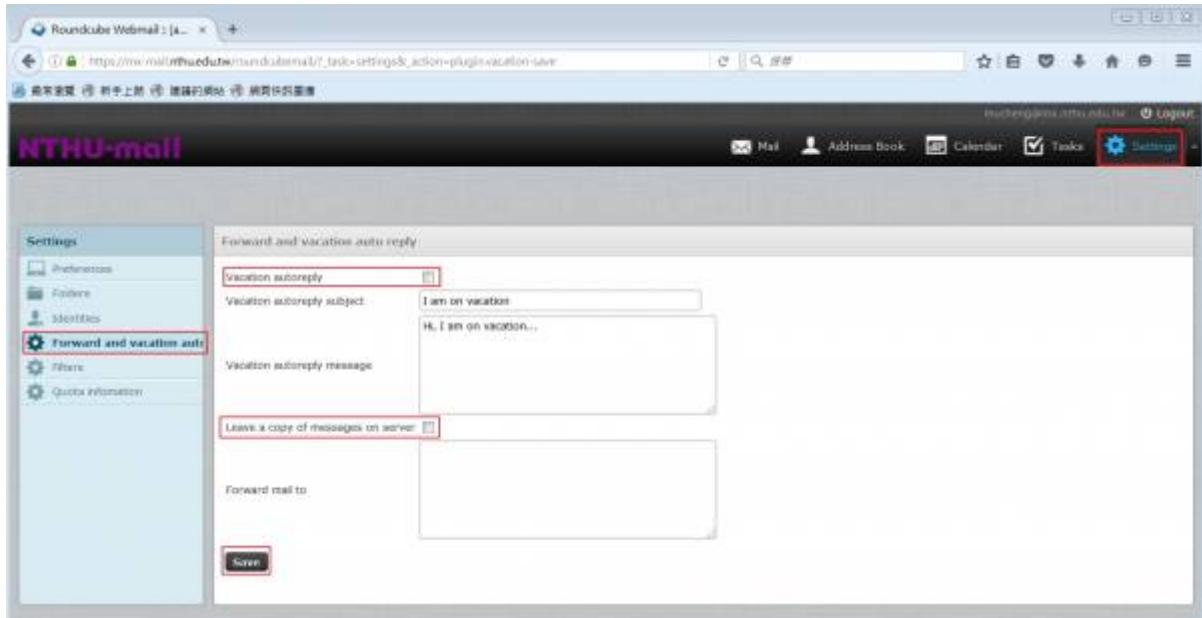
3. Click **Forward and vacation autoreply** at the left menu.
4. Compose the email addresses in the box of **Forward mail to**.
 - Please use the format, like username@mx.nthu.edu.tw. One line one address.
 - Please use the correct address to avoid the unwanted bounced mails.
- 5. Note: Check **Leave a copy of messages on server** according to your need.**
6. Click **Save**.

Disable mail forward

1. Login [Roundcube Webmail](#)



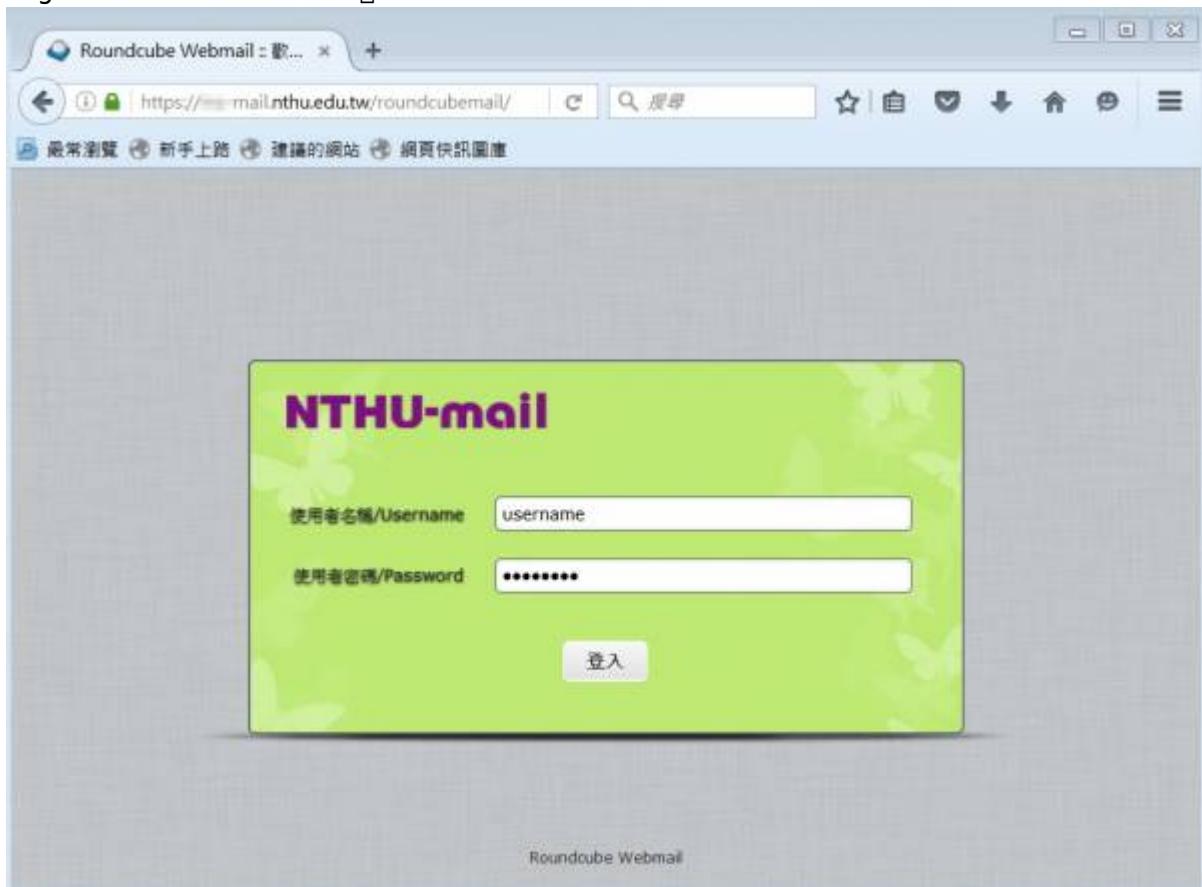
2. Click **Settings** at the upper right hand corner.



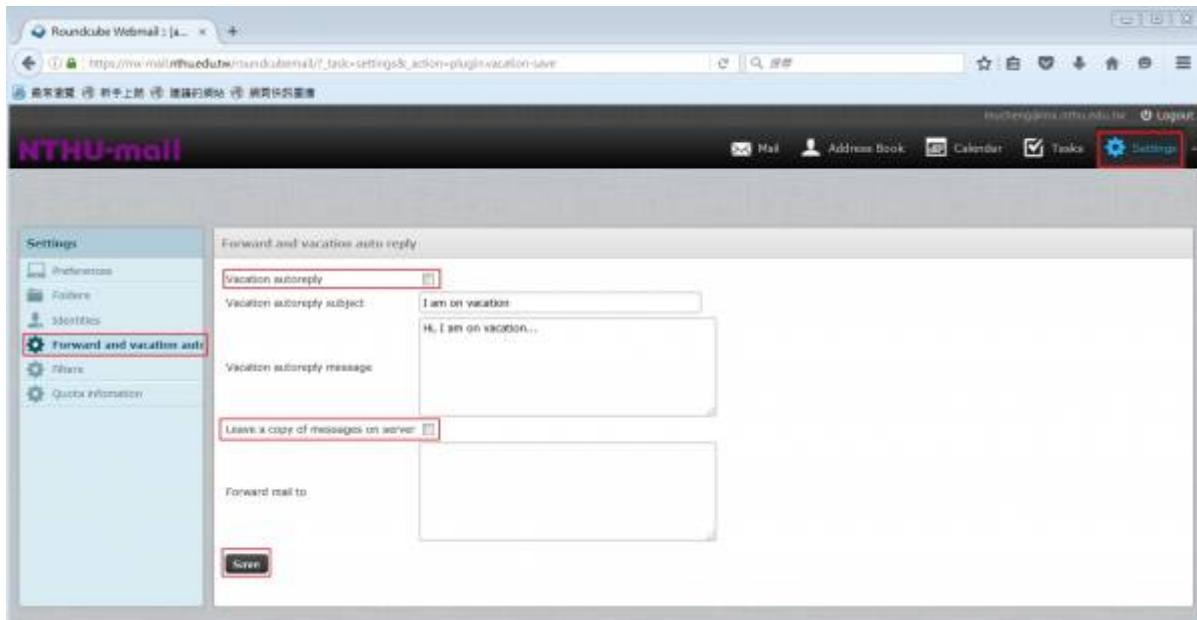
3. Click **Forward and vacation autoreply** at the left menu.
4. Remove the unwanted addresses from the box of **Forward mail to**.
- 5. Note: Check **Leave a copy of messages on server** according to your need.**
6. Click **Save**.

Enable vacation autoreply

1. Login [Roundcube Webmail](#)



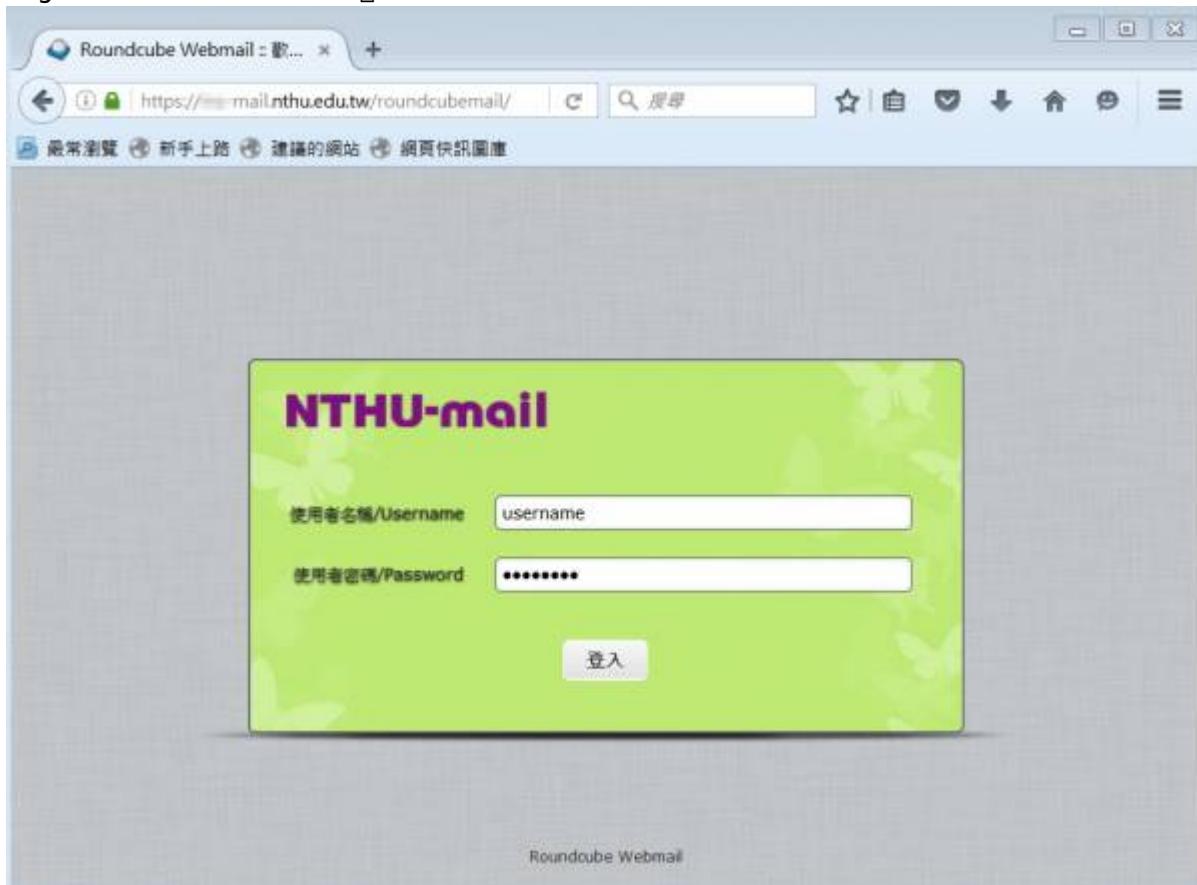
2. Click **Settings** at the upper right hand corner.



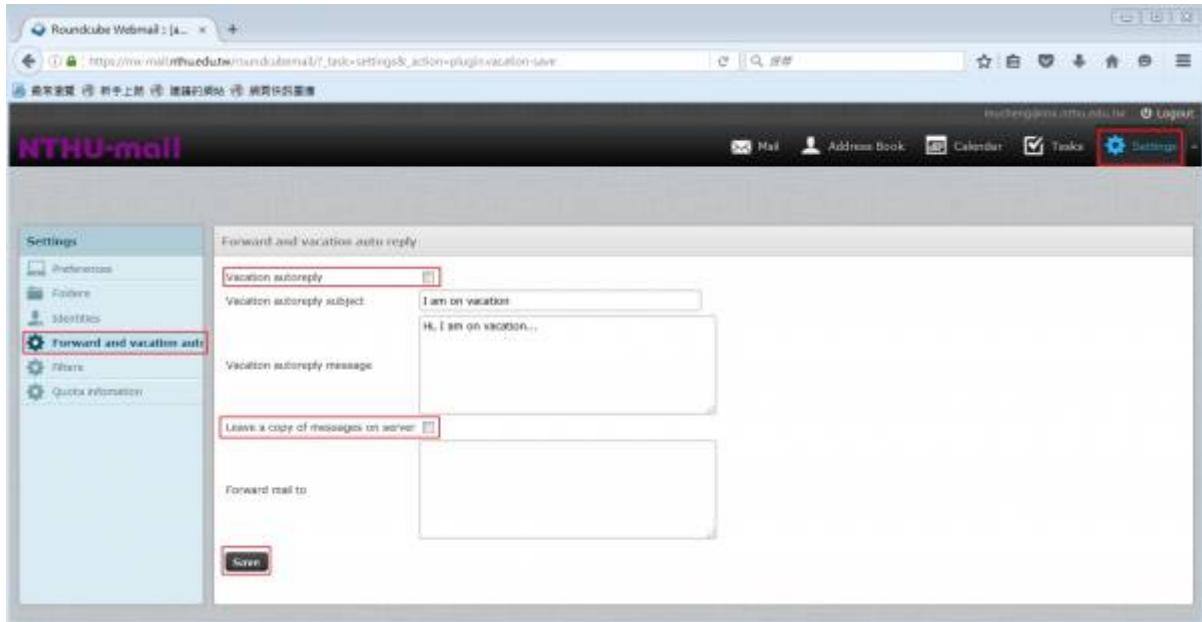
3. Click **Forward and vacation autoreply** at the left menu.
4. Check **Vacation autoreply** and **Leave a copy of messages on server**.
5. Compose **Vacation autoreply subject** and **Vacation autoreply message**.
6. Click **Save**.
 - **Note: If the mail forward or vacation autoreply is enabled, please remember to check **Leave a copy of messages on server**.**

Disable vacation autoreply

1. Login [Roundcube Webmail](#)



2. Click **Settings** at the upper right hand corner.



3. Click **Forward and vacation autoreply** at the left menu.
4. Uncheck **Vacation autoreply**.
5. Click **Save**.

From:

<https://net.nthu.edu.tw/netsys/> - 網路系統組

Permanent link:

<https://net.nthu.edu.tw/netsys/en:mail:config:vacation>



Last update: **2020/07/20 09:36**