# 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

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- 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



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- 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

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- 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

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- 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

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