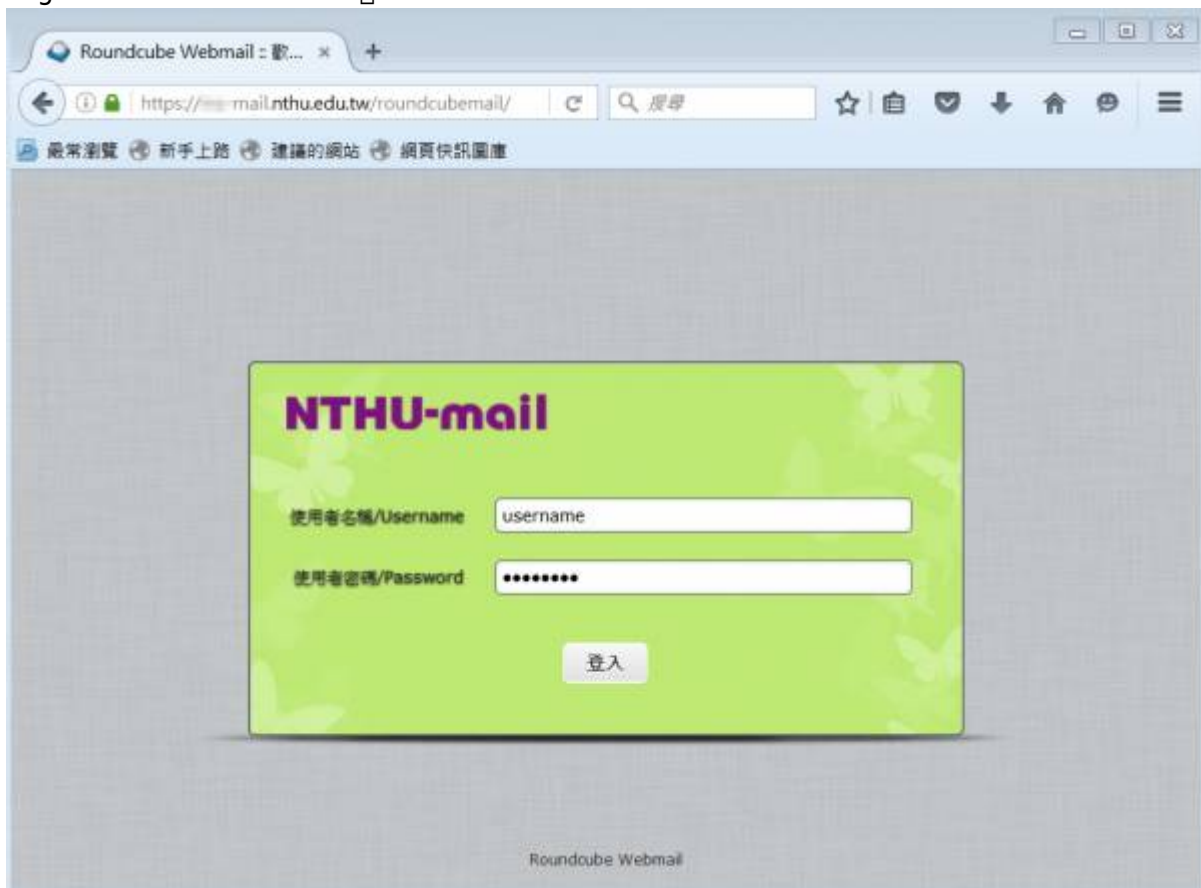


Mail forward and vacation autoreply

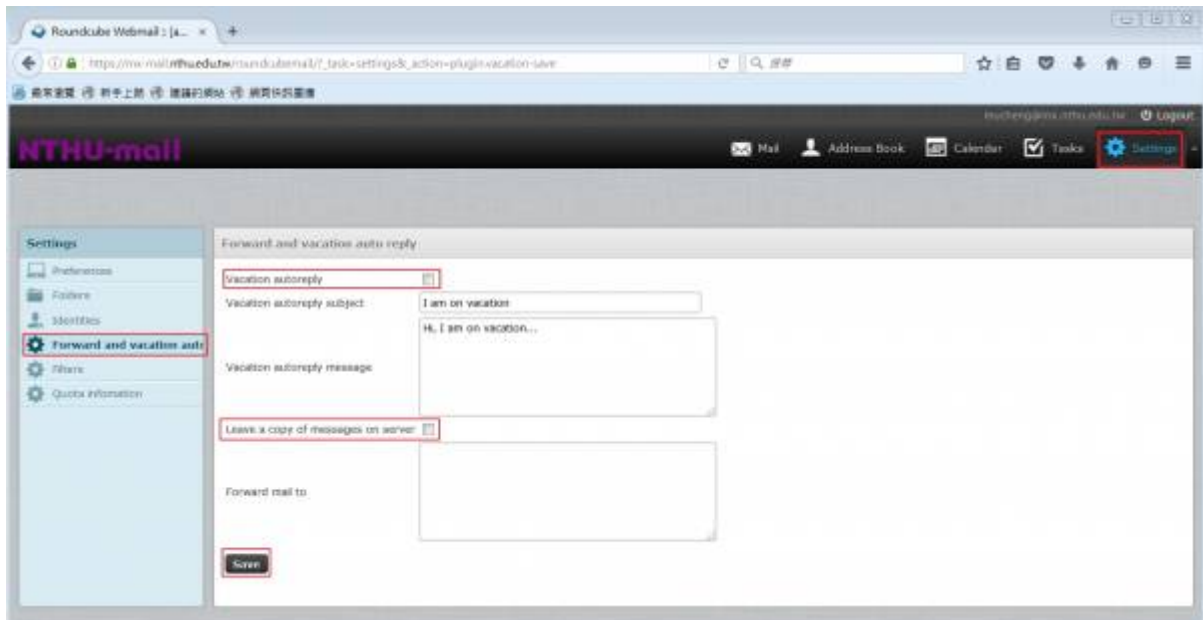
- The “mail forward” utility is used to forward the incoming mails to your specified addresses.
- The “vacation autoreply” utility automatically replies to incoming mail. The default interval between repeat replies to the same sender is 1 week. When your vacation is over, please remember to disable it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

Enable mail forward

1. Login [Roundcube Webmail](#)



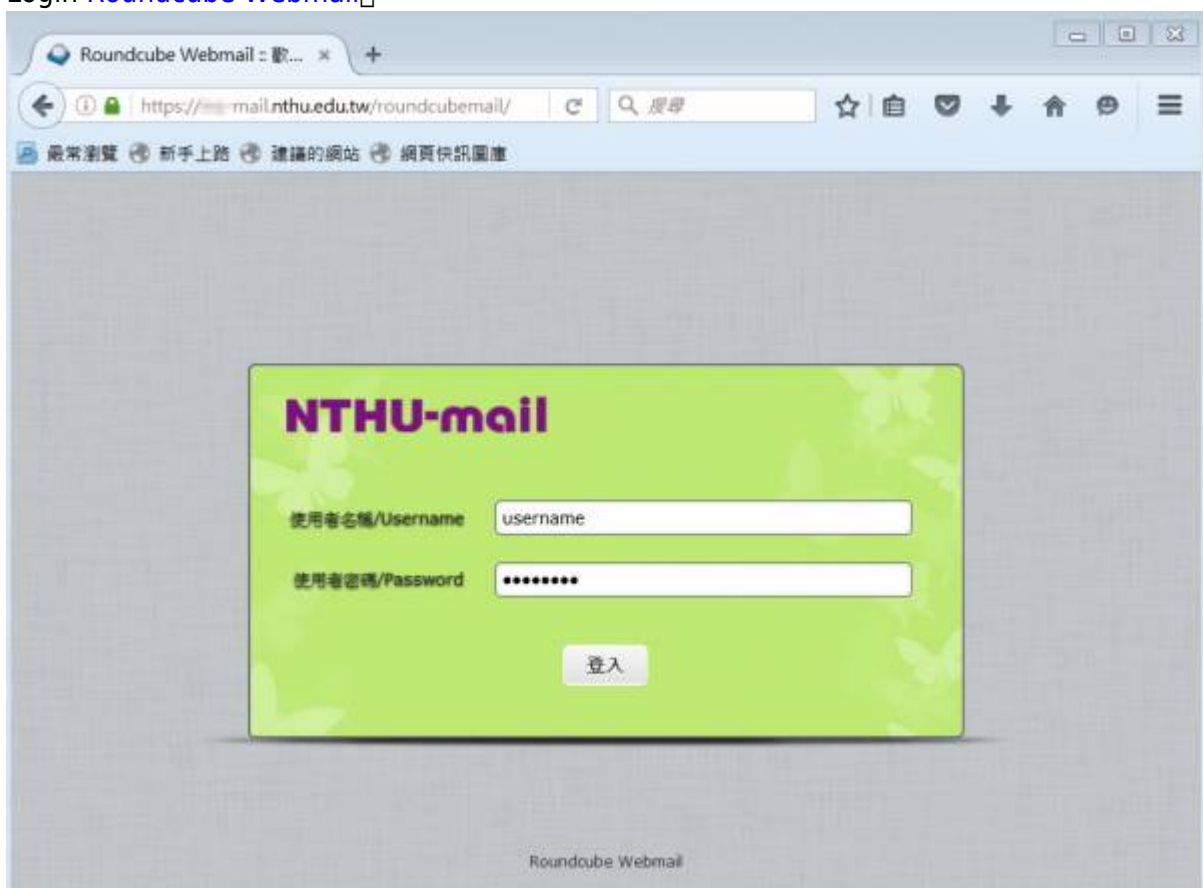
2. Click [Settings](#) at the upper right hand corner.



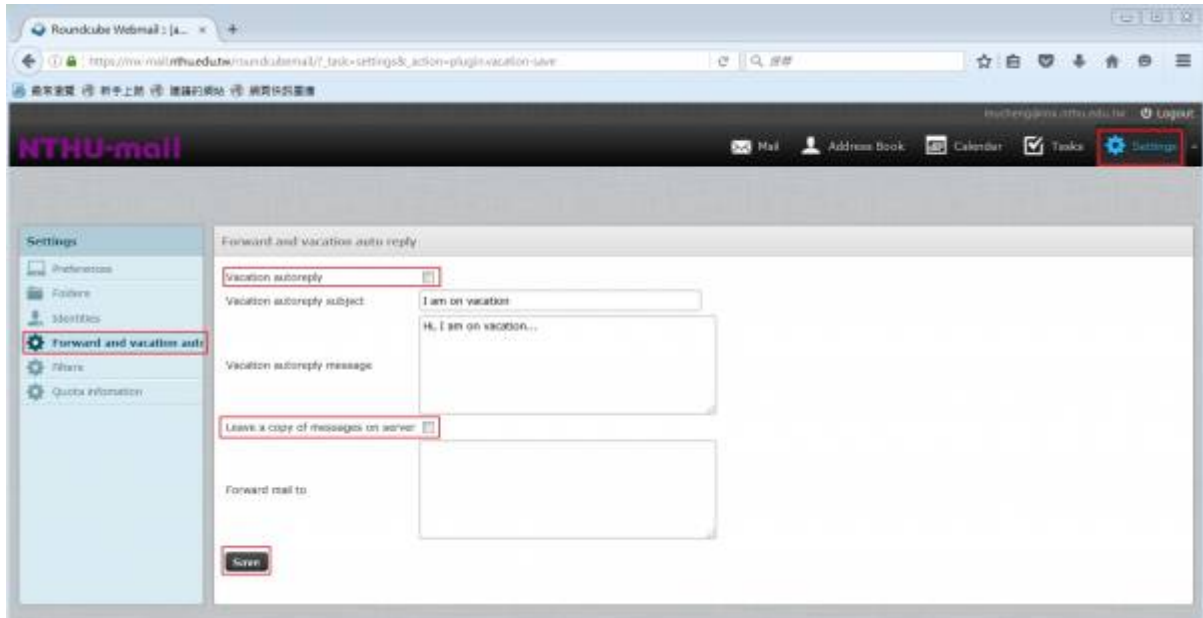
3. Click Forward and vacation autoreply at the left menu.
4. Compose the email addresses in the box of Forward mail to.
 - o Please use the format, like username@mx.nthu.edu.tw. One line one address.
 - o Please use the correct address to avoid the unwanted bounced mails.
5. **Note: Check Leave a copy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

Disable mail forward

1. Login [Roundcube Webmail](#)



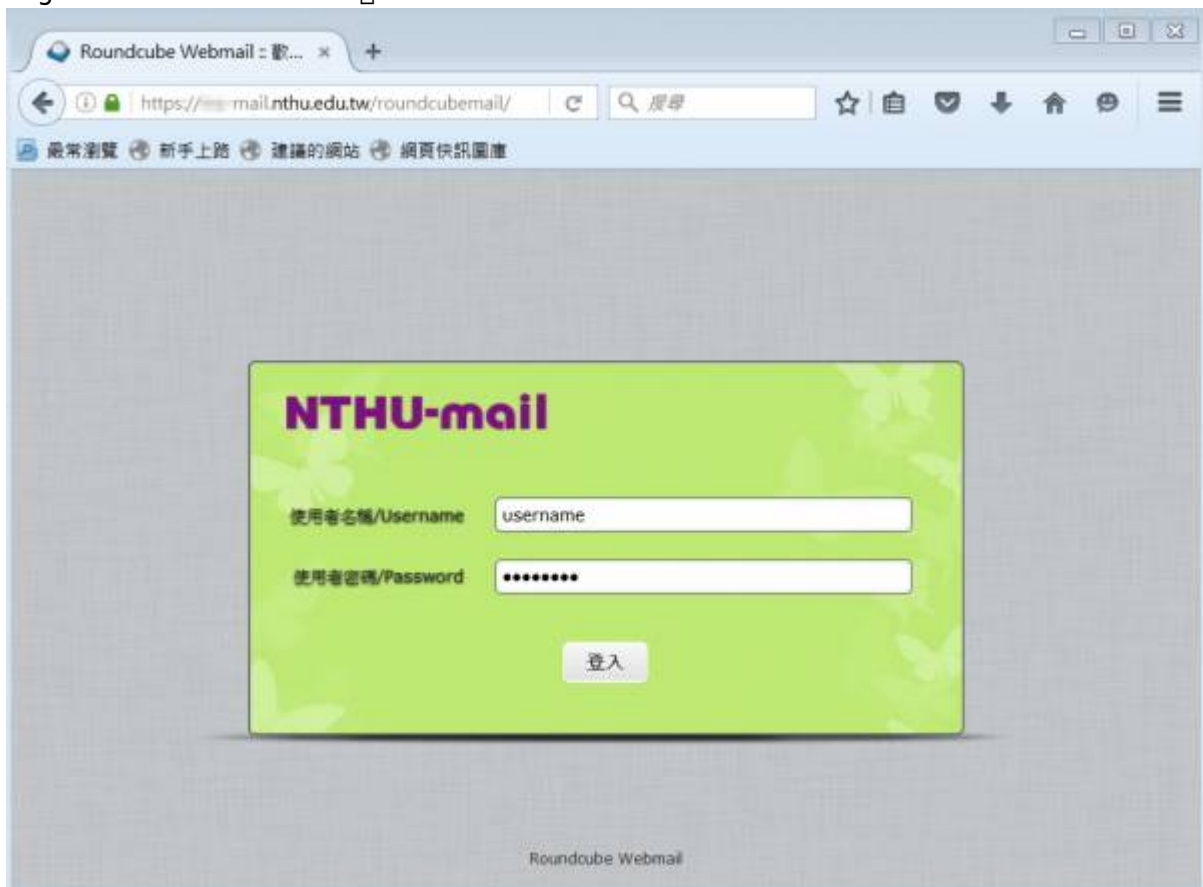
2. Click Settings at the upper right hand corner.



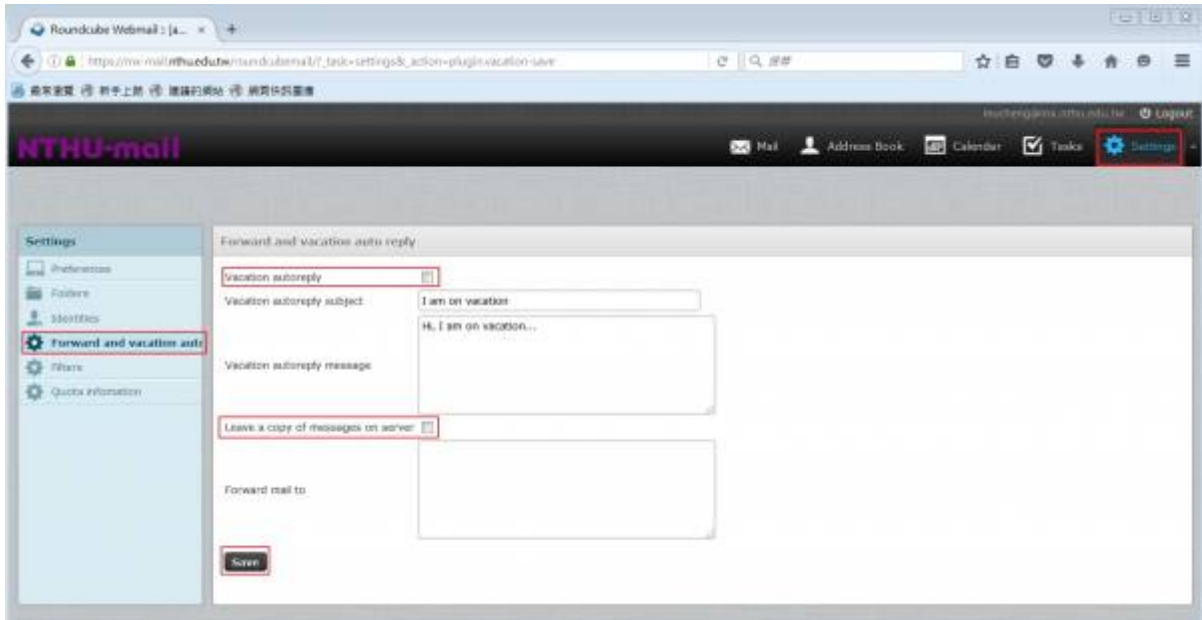
3. Click 'Forward and vacation autoreply' at the left menu.
4. Remove the unwanted addresses from the box of 'Forward mail to'.
5. **Note: Check 'Leave a copy of messages on server' according to your need.**
6. Click .

Enable vacation autoreply

1. Login [Roundcube Webmail](#)



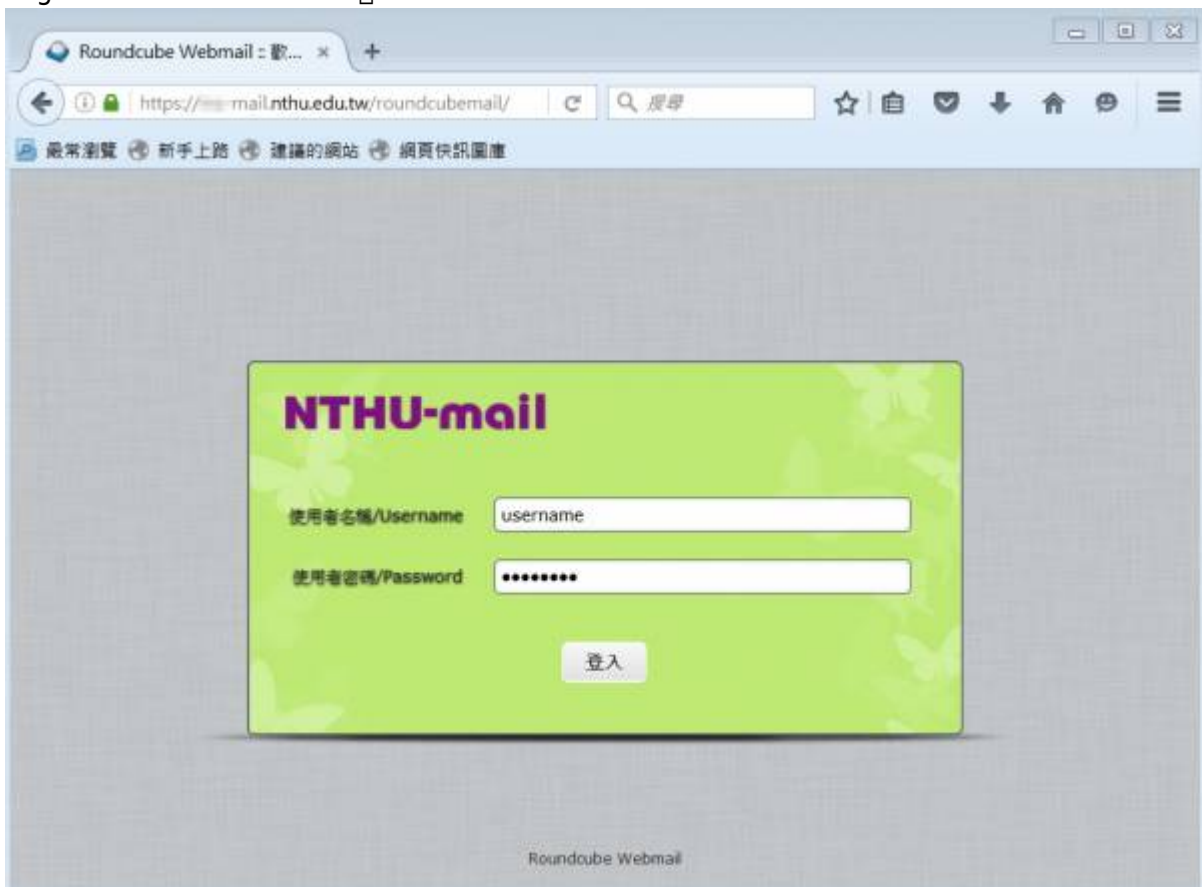
2. Click at the upper right hand corner.



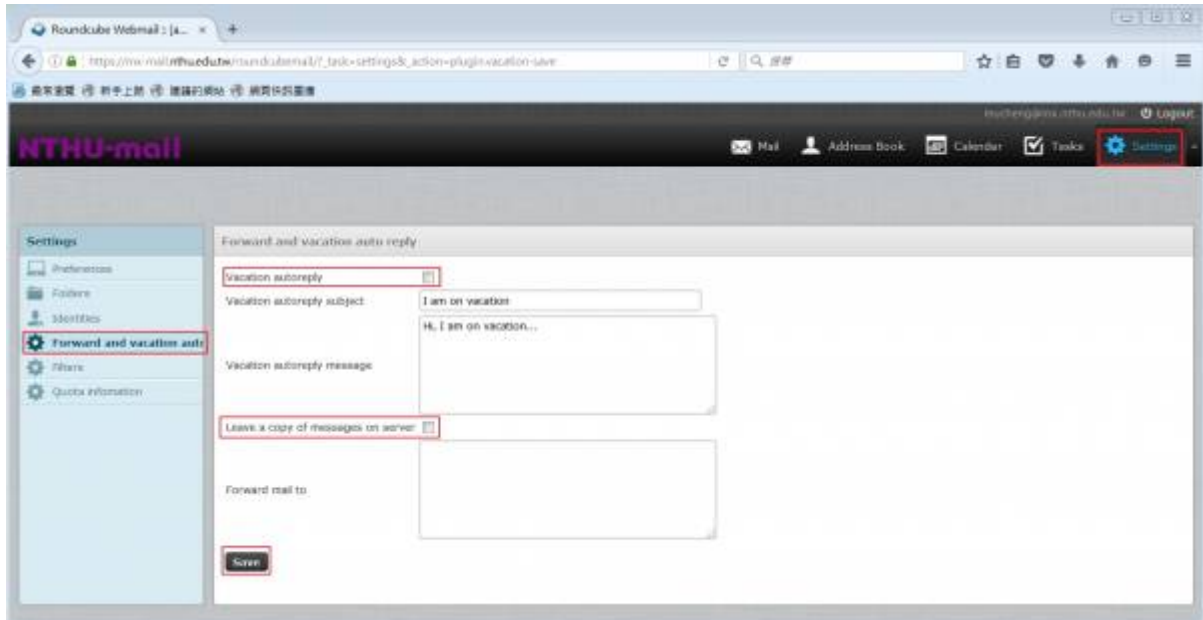
3. Click Forward and vacation autoreply at the left menu.
4. Check vacation autoreply and Leave a copy of messages on server.
5. Compose vacation autoreply subject and vacation autoreply message
6. Click
 - o **Note: If the mail forward or vacation autoreply is enabled, please remember to check Leave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

Disable vacation autoreply

1. Login [Roundcube Webmail](#)



2. Click 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**