

## *Email Accounts: How do I set up an auto reply in my email inbox?*

1. Login to your email address
2. Select ";Settings&rdquo;
3. Select ";Incoming Mail&rdquo;
4. Select ";Auto Reply&rdquo; and change status to ";On&rdquo;
5. Type in your Auto Reply message
6. Choose your time frame in which auto reply should be active
7. Save your changes

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