

HOWTO Create a Vacation Auto Reply Filter in Roundcube:

Creating a “Vacation Auto Reply” filter-

1. Click on the “Settings” button in the top-right corner
2. Click on the “Filters” tab
3. Click on the green circle with a white “+” sign on the left side of the screen to add a new filter
4. Type a name for the filter in the “Filter Name” box. This name will be seen as the subject for the “auto reply” vacation message, so give it a name like “Vacation Auto Reply”.
5. Check the “all messages” box underneath and to the right of the “Filter name” box
6. Under the “execute the following actions” header, click the arrow on the drop box, and select “Reply with message”
7. Type the message you want the auto-reply to contain in the “Message body (vacation reason)” box
8. In the “Additional list of recipient e-mails (comma separated)” box, type any additional recipients that you wish the auto-reply to be sent to. Typically you will leave this box blank.
9. In the “How often send messages (in days)” box, enter number of days you wish for the auto-reply message to be sent. The auto-reply message will stop after the number of days you enter have passed, or you delete the filter.
10. Click the “Save” button to save the new filter, and you are finished.
11. Click the “E-Mail” button at the top of the screen (or click on the “Roundcube” logo in the upper-left of the screen) to return to your Inbox.