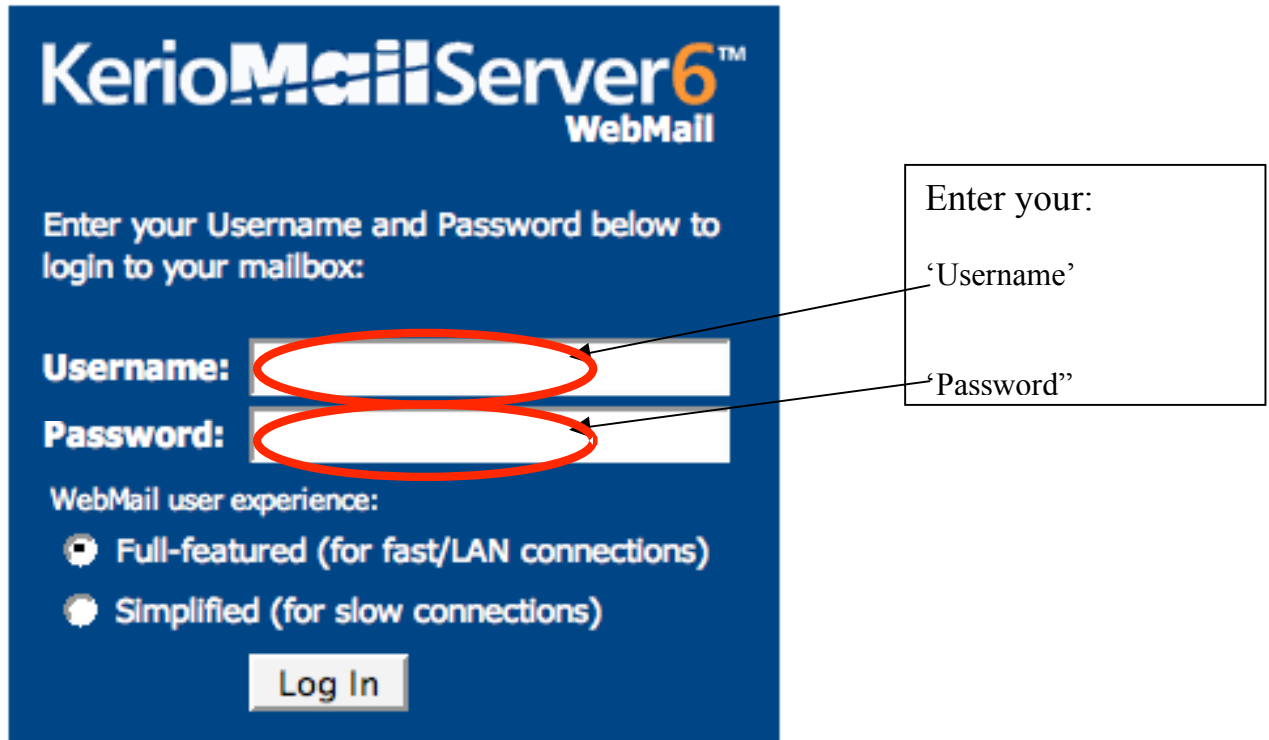


Instruction for setting up an 'Out of Office' message

In order to set up a 'Out of Office' message for your @spfk12.org email account, you will need to use Kerio's web interface by launching your web browser (Internet Explorer, Firefox, or Safari) and going to:

<http://mail.spfk12.org>



Kerio Mail Server 6™
WebMail

Enter your Username and Password below to login to your mailbox:

Username:

Password:

WebMail user experience:

Full-featured (for fast/LAN connections)

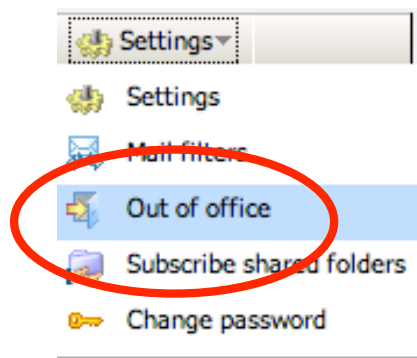
Simplified (for slow connections)

Log In

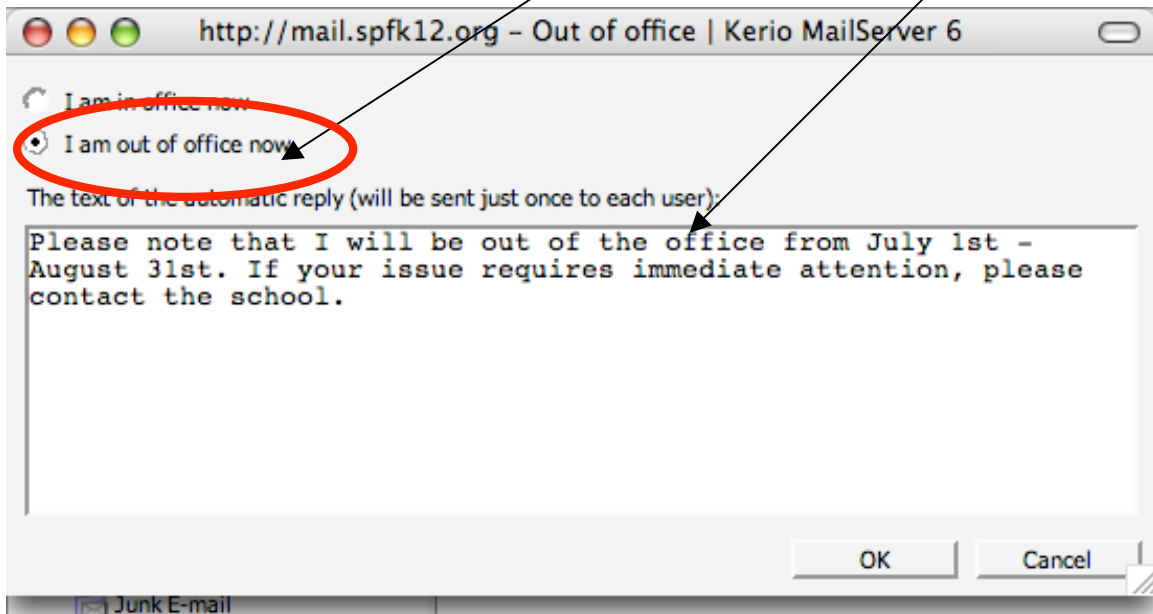
Enter your:
'Username'
'Password'

[Recommended browser settings](#)

Once you are logged in, select 'Out of Office' from the Settings drop-down menu:



Select the 'Out of office' tab, check bullet for 'I am out of office now' and type your message:



Press the **OK** button when you are done.

Once you have set this up, anyone sending you an email will get your 'out of office' message one time **ONLY**.

Log out of Kerio's web interface by pressing the Logout link.

