

One exciting WebAccess feature is the ability to create a vacation rule which automatically notifies senders that you are away from the office.

To set up a vacation rule in WebAccess:

- Click **Options** in the *Main Window Title Bar*.
- Click the **Rules** tab in the *Options* window.
- Select **Vacation** in *Type* field:
- Click **Create** to display the Create Rule form.

Note: The Vacation Rule generates a reply to all new items you receive. The reply goes only to the sender of the item (Reply to Sender), not to all recipients of the item (Reply All).

- Type the name you want to use for the rule in the **Rule name** field. Names can include any characters, including spaces.
- Complete the remaining fields of the form with the *Subject* line and *Message* you would like to be included in your return message.
- Click **Save** to save the rule to the Rules list.

Note: By default, the rule is automatically activated.

- If you don't want the rule active at this time, deselect the rule's *Activate* box, then click **Save**.
- To keep the rule active, click **Close**.

