

## Instructions for Forwarding E-Mails; Setting up Out-of-Office Msg.

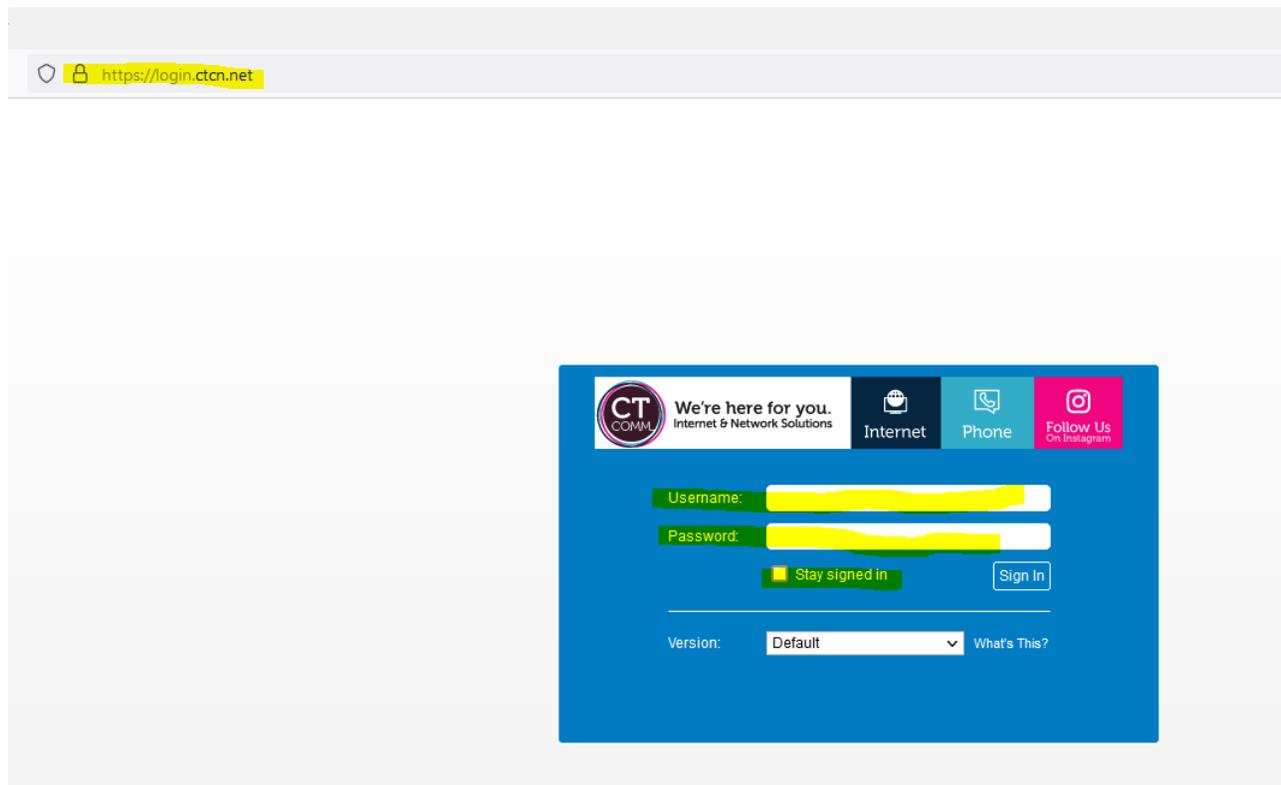


**Overview:** These are instructions for how to forward your Zimbra e-mails to your new e-mail address and how to set up an Out-of-Office Message to notify contacts that your e-mail address is changing.

**Process: Follow these steps to forward your Zimbra e-mails to your new e-mail address and to set up an Out-of-Office Message to notify contacts of your changed e-mail address.**

**First: Sign into your webmail account.**

1. Open a browser window and enter login.ctcn.net in the Address Bar.
2. When the Sign In screen displays, type your username. You might be required to type your full email address as the username (for example, user@ctcn.net) and your password.
3. To stay signed in until the session expires or you sign out, select Stay signed in.
3. Click Sign In.



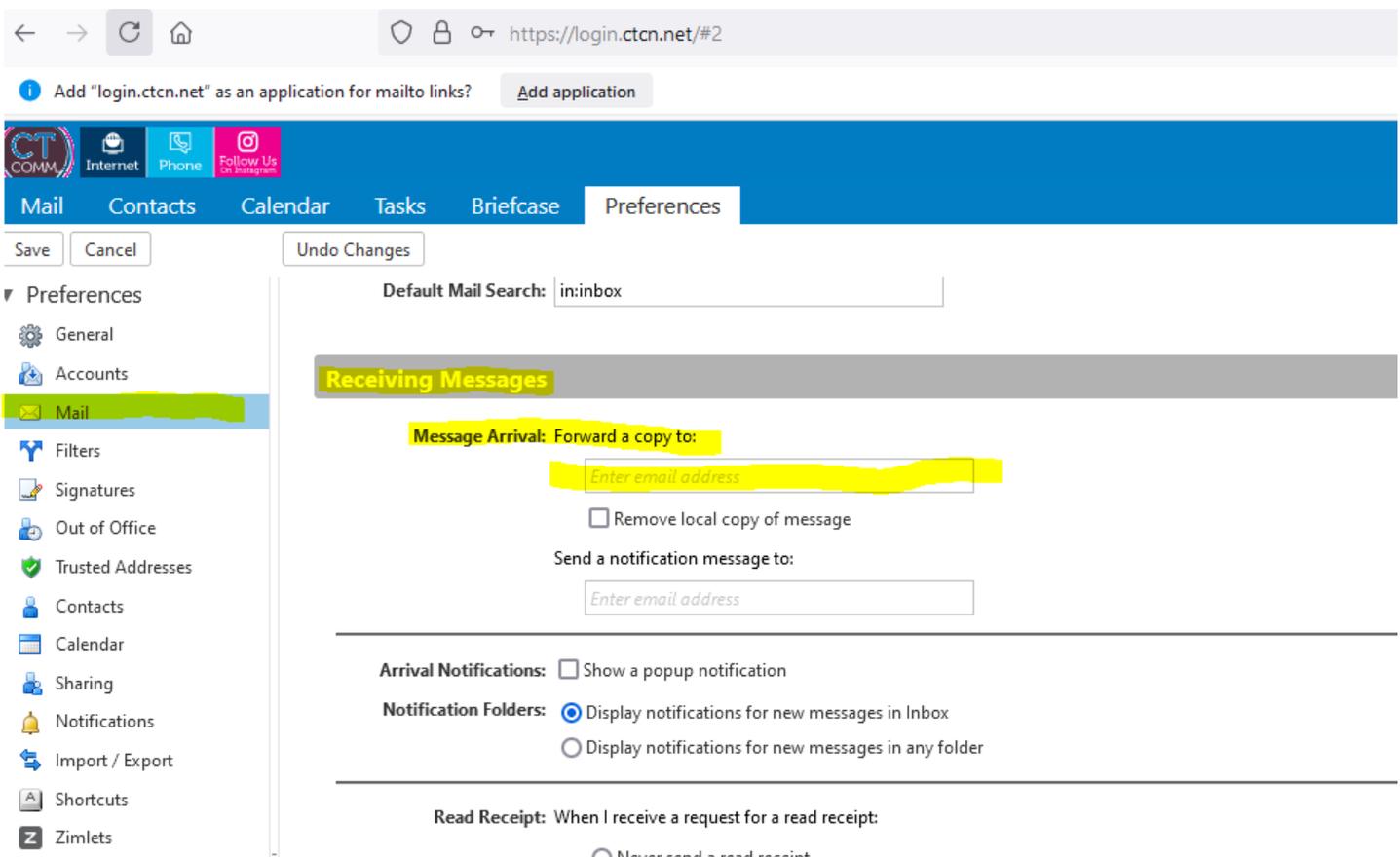
Once you are signed into webmail you will be able to add the email address you wish to forward your ctcn.net address to.



Here are the steps to do this:

To add “Automatically Forwarding to the Messages You Receive”  
You can configure your email preferences to automatically forward any messages you receive to another account

1. Go to the Preferences > Mail page.
2. In the Receiving Messages > Message Arrival: Forward a copy to: text box enter the email address where email messages should be sent.
3. If you do not want the messages saved in your mailbox, select Remove local copy of message. Click Save.



**\*If you have multiple ctn.net emails you will need to repeat these steps for each email address to be forwarded to.**



## Second: Follow these directions to set up an automatic Out-of-Office Message to notify your contacts of your changed e-mail address:

You can create a message that automatically replies to people who send you messages to let them know your email address has changed. The auto-reply message is sent to each recipient only once in a specified interval of days regardless of how many messages that person sends during that period.

1. Go to the Preferences> Out of Office page.
2. Check Send auto-reply message.
3. In the Auto Reply Message text box, type the response to send with your new email address. Here is a sample reply:

**Thank you for your message. Going forward, please note that my e-mail address has changed. Please update your address book to reflect my new e-mail address: username@provider.com.**

4. If you want this message enabled for a specific time frame, select “Send auto-replies during the following time period” and enter the start and end dates to send the auto-reply message.

\*If you do not specify a certain time frame, auto-replies are sent until you select “Do not send auto replies” or until the service is terminated.

5. Click “Save” to any of the changes you’ve made.

The screenshot shows the 'Out of Office' settings page in a webmail interface. The page is titled 'Out of Office' and has a yellow highlight. The 'Out of Office' section has two radio buttons: 'Do not send auto replies' (unselected) and 'Send auto-reply message' (selected). Below this is the 'Auto-Reply Message' text box, which contains the sample message: 'Thank you for your message. Going forward, please note that my e-mail address has changed. Please update your address book to reflect my new e-mail address: username@provider.com.' The 'External Senders' dropdown is set to 'Send standard auto-reply message'. The 'Time Period' section has a checkbox for 'Send auto-replies during the following time period' which is unchecked. The 'Start' date is 6/25/2021, the 'End' date is 6/25/2021, and the 'All Day' checkbox is checked. The 'Calendar Appointment' section has a checkbox for 'Create appointment and display as:' which is unchecked, and the dropdown is set to 'Out of Office'.