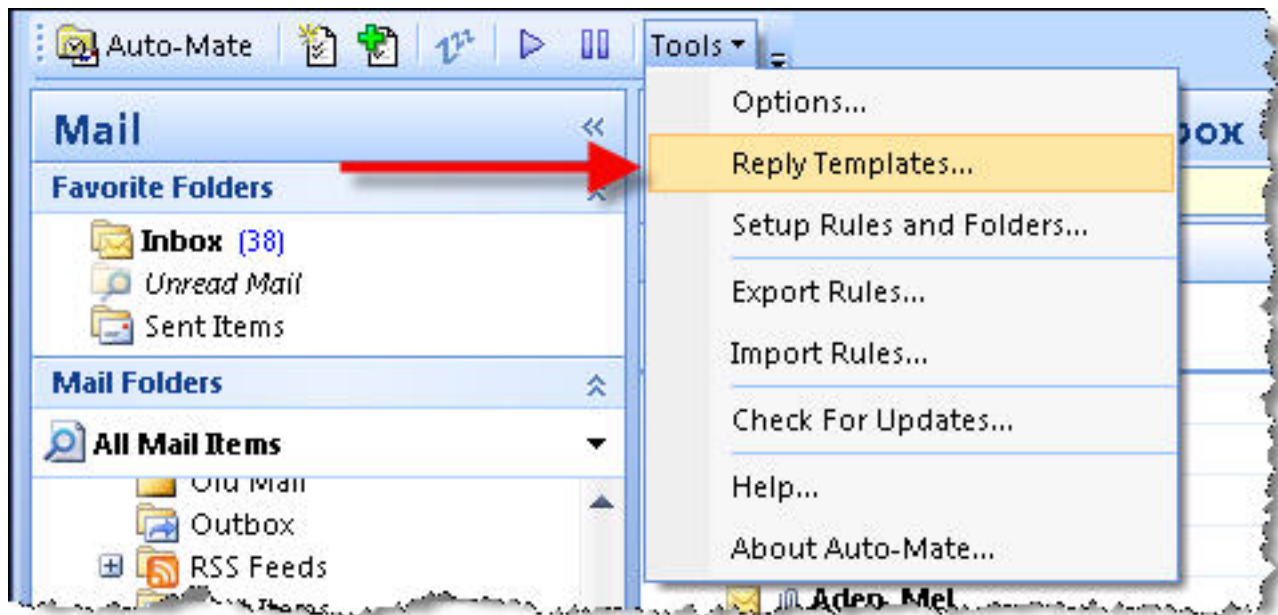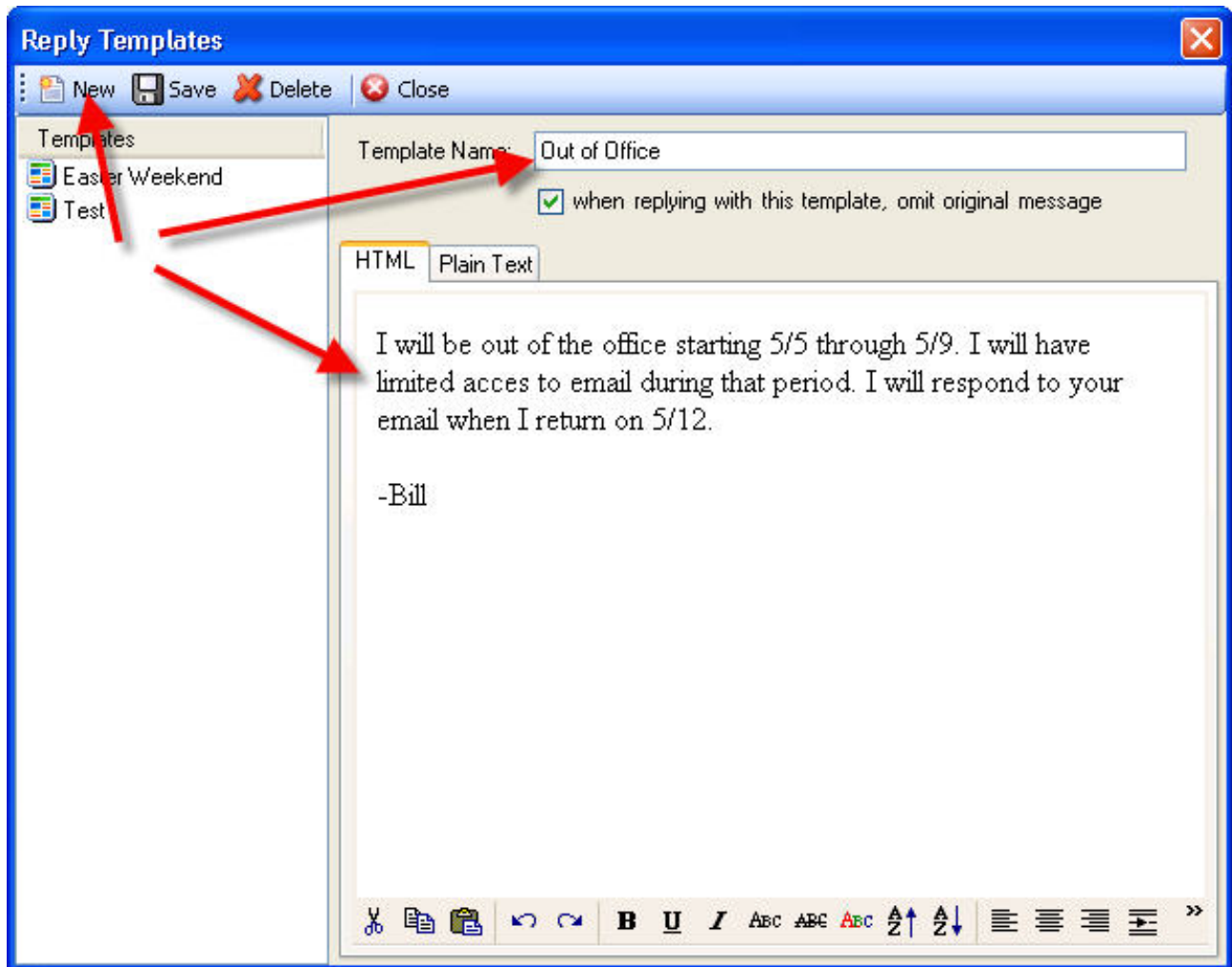# How to configure Auto-Mate to send Out-of-Office Replies (without Exchange)

This can be accomplished with Auto-Mate Pro's reply action.
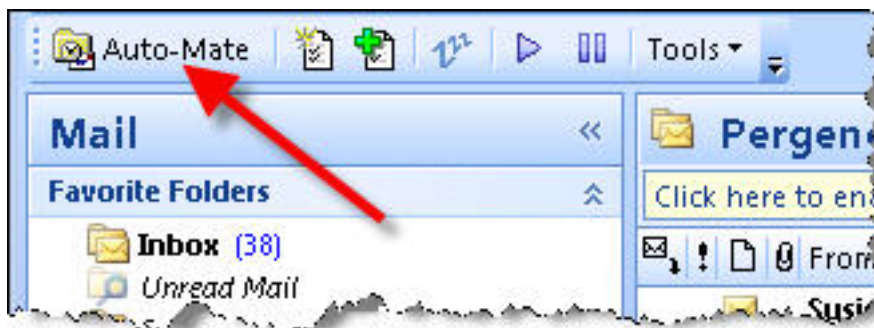
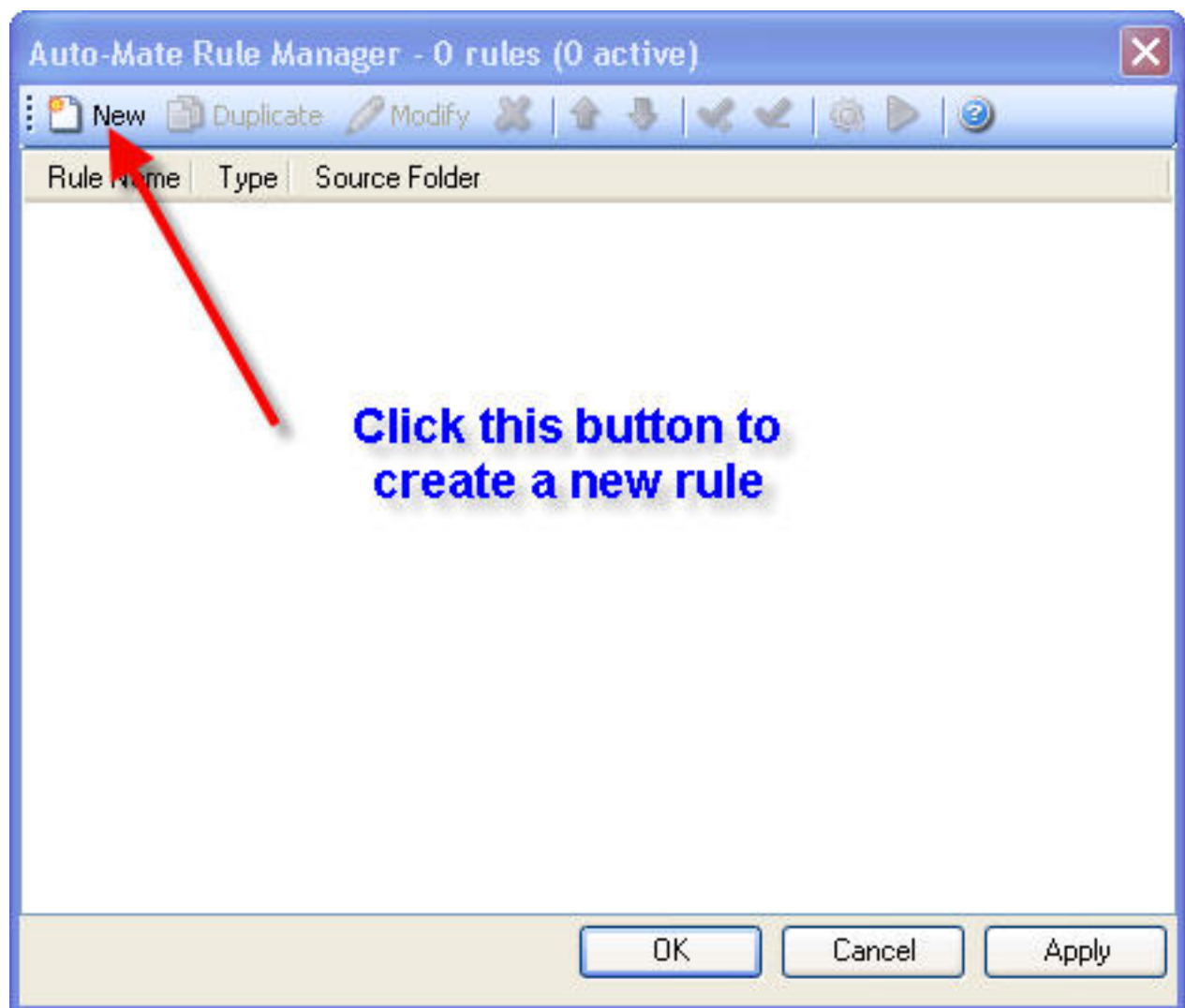**Step 1. Set up you reply template:**

First create a new Out-of-Office reply template:

Step 2. - Create a new rule to reply to all newly received email messages

Configure the Rule Properties:

Auto-Mate Rule Properties

Rule Name Out-of-Office Reply

Rule Basics | Message Properties | Actions | Scheduling

Select how or when your rule should be applied

Rule Types

Type: Scan messages when they arrive in my Inbox

Older Than: Any

Source Folder: Inbox ...

Give the rule a name, and set the type as shown.

Description

Check messages after they arrive in my Inbox for the characteristics on the Message Properties tab, then apply the selected actions on the Actions tab.

Add Rule   Cancel

On the Actions tab set the rule to mark new messages with a flag. Then choose the Out-of-Office Reply Template you created at the beginning of the article:

This step is important: To prevent the rule from sending multiple reply messages, configure the rule to ignore messages with a flag set:

Then save the rule and make sure the checkbox next to the rule is selected, thereby activating the rule. When you return, you can uncheck (de-activate) the rule. All the messages you need to reply to will be flagged.

Auto-Mate 3.x -> How to's -> How to configure Auto-Mate to send Out-of-Office Replies (without Exchange)

http://www.pergenex.com/kb/index.php?View=entry&EntryID=19