

Setup Guide - Out-of-Office Message (Linkeo Webmail)

Tutoriel



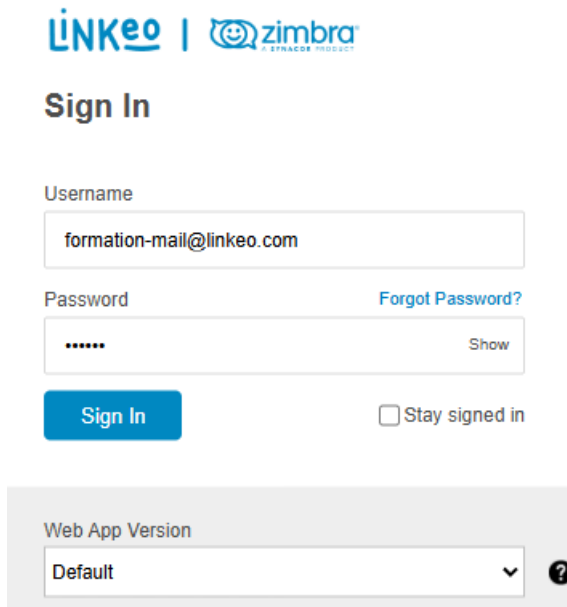


Setup Guide - Out-of-Office Message (Linkeo Webmail)

This guide will help you set up your automatic out-of-office reply from your Linkeo webmail.

Our Customer Service team is available by phone at **844 254 6536** or by email at **service@linkeo.net** you encounter any difficulties.

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Linkeo | zimbra
A STRACOR PRODUCT

Sign In

Username
formation-mail@linkeo.com

Password [Forgot Password?](#)
..... Show

☐ Stay signed in

Web App Version
Default

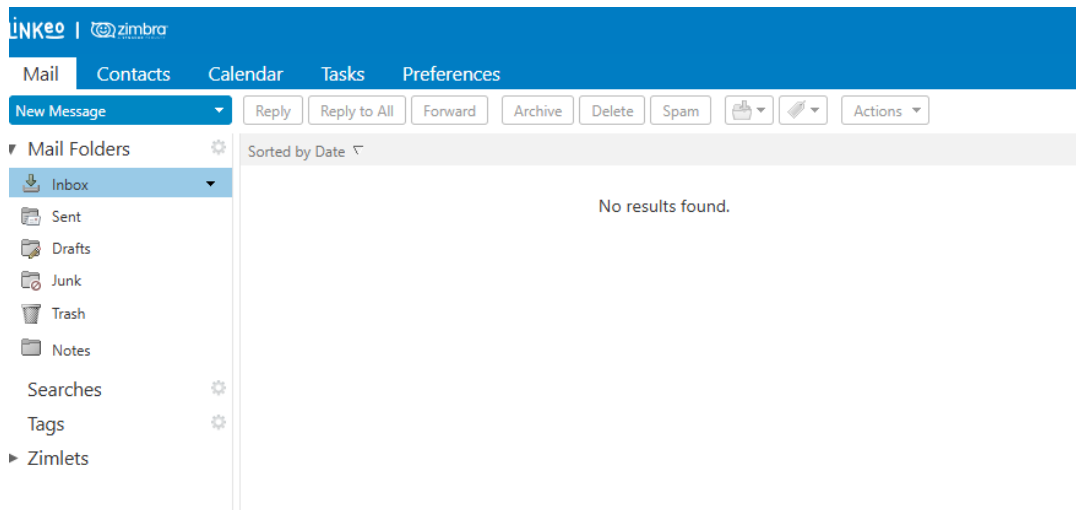
Step 1

1. Open your web browser
2. Go to : <https://inbox.linkeo.com>
3. Login in with your email address and password

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Step 2

1. In the top menu, click on Preferences



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1. In the left sidebar, select Out of Office

The screenshot shows the Linkeo Webmail interface. At the top, there's a blue header with the Linkeo and Zimbra logos, and navigation tabs for Mail, Contacts, Calendar, Tasks, and Preferences. Below the header, there are buttons for 'Save', 'Cancel', and 'Undo Changes'. The left sidebar is titled 'Preferences' and lists various settings: General (selected), Accounts, Mail, Filters, Signatures, Out of Office, Trusted Addresses, Contacts, Calendar, Sharing, Notifications, Import / Export, Shortcuts, and Zimlets. The main content area is divided into three sections: 'Sign in' with a 'Password' field and a 'Change Password' button, and a 'Default Web App' radio button set with 'Classic' selected; 'Appearance' with 'Font' (Standard), 'Display Font Size' (Normal), and 'Print Font Size' (12pt) dropdowns; and 'Time Zone and Language' with 'Time Zone' (GMT +01:00 Brussels, Copenhagen, Madrid, Paris), 'Language' (English (United States)), and 'Compose Direction' (Left to Right) dropdowns, along with a checkbox for 'Show direction buttons in compose toolbar'.

Guide de configuration – Message d’absence (Webmail Linkeo)

Finally,

Out of Office: ☒ Do not send auto replies
☐ Send auto-reply message

Auto-Reply Message:

External Senders:

Time Period: ☐ Send auto-replies during the following time period:

Start: ☒ All Day

End:

Calendar Appointment: ☐ Create appointment and display as:

1. For Out of office, enable the option **“Send auto-reply message”**
2. In the message zone for “Auto-Reply message” : type your out of office message
3. Check the **Time Period** option, then select :
 - Start : the date when the out-of-office reply begins
 - End : the date when the out-of-office reply stops

4. Click **SAVE** to apply the configuration.

Congratulations !

Your out-of-office message has
been successfully set up.

