



Options

Vacation Reply

Settings

New step 4

- General
- Signatures
- Profile
- Change Password

Messages

Message Filters step 3

Vacation Reply

Message History

Restore Mail

Email Reminders

Advanced

Step 1: sign into your Trustmont email
 Step 2: once signed in scroll to the bottom on the left hand side and select options
 Step 3: under messages on top left pick vacation reply
 Step 4: once in vacation reply click on the "+New" to add
 Step 5: select the dates and times you will be out of the office *this tells the email server when to implement this message on your behalf
 Step 6: in the box below the dates include your message (example: Thank you for contacting me, your business is important to me. I will be out of the office from ____ to _____. If you need immediate assistance, please contact the home office of Trustmont at 724-468-5665 or I will get back with you as soon as possible once I return.) Your name, title, contact info should be below the message as well (if you have a signature set up it should pre-populate). You can change the font, size, color, etc to be whatever you like
***keep in mind if you are not a registered branch office you CAN NOT include your office address**
 Step 7: once done click save
 Step 8: you will see a check mark under active on the far right for the vacation date range you just entered

step 7

Save Preview Spell Check Signature Cancel

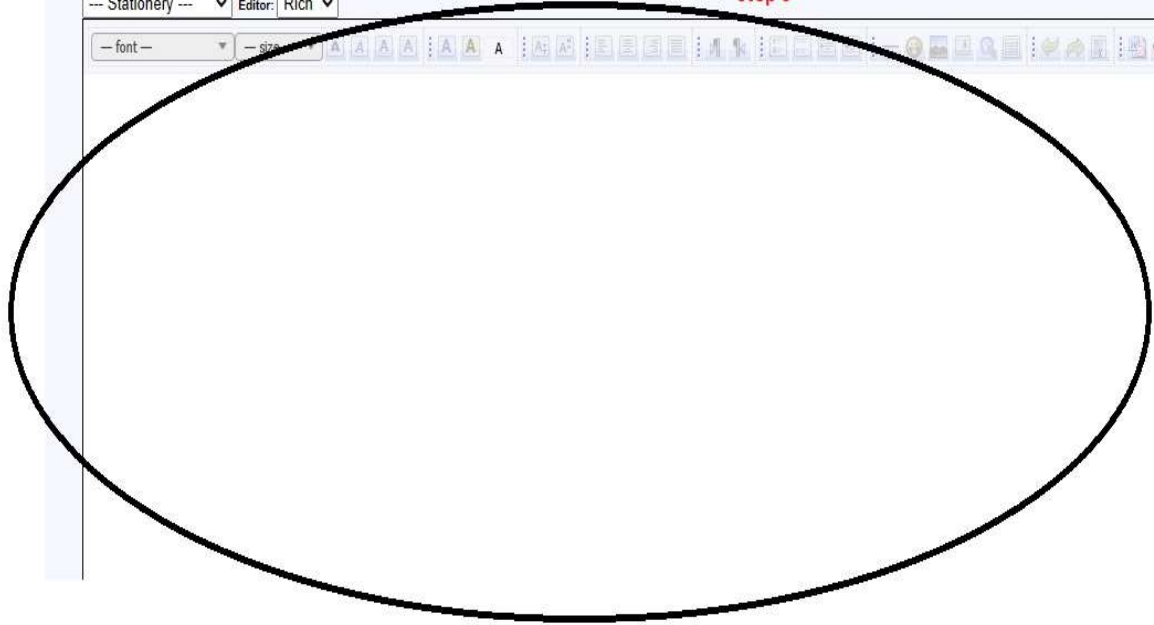
step 5

Start Date: 03/29/2023 -Hour- (EDT)

End Date: 03/29/2023 -Hour- (EDT)

step 6

Stationery Editor: Rich



Mail

Calendar

Contacts

Tasks

Notes

Options step 2

Administration

Vacation Reply

Activate Disable Delete

Filter Condition

Last Modified

Last Applied

Received between 07:00 AM EDT, 03/31/23 and 03:00 PM EDT, 04/03/23

03/29/23 02:25 PM

Send Vacation Reply

step 8

Active



How to add an out of office message to your BAE email