

Send an automated answer about the account transfer

After logging into your mailbox from https://xmail.bgu.ac.il

press the gear icon and choose **options.**



In the **Options** window, choose the **mail** category and then press **Automatic replies.**

We will select the appropriate options and finish the operation by pressing **Save**.

(Example in the following illustration)

Automatic replies

- Don't send automatic replies
- Send automatic replies

Send replies only during this time period

Start time	Sun 3/13/2022	 1:00 PM	•
End time	Mon 3/14/2022	1:00 PM	•

Send a reply once to each sender inside my organization with the following message:



Send automatic reply messages to senders outside my organization

Send replies only to senders in my Contact list

Send automatic replies to all external senders

Send a reply once to each sender outside my organization with the following message:



Good luck

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