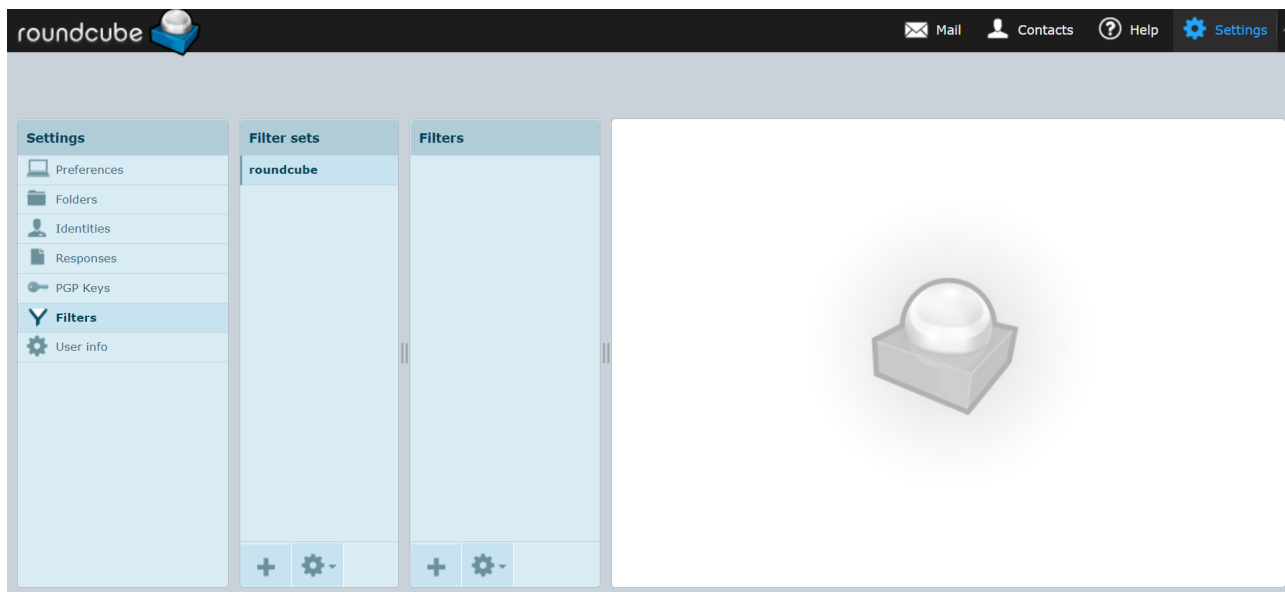
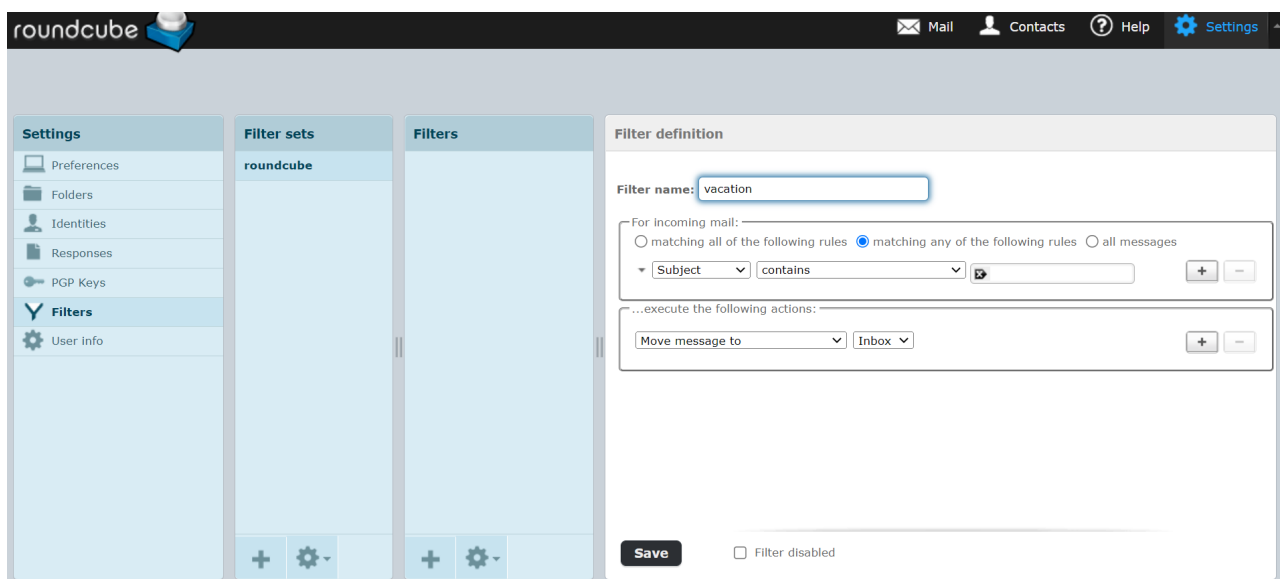


1. Login to your roundcube email using your CSE LDAP.
2. Go to Settings -> Filters -> roundcube



3. Add a filter(use + sign in the Filters section) with any name that you want to give to this filter(Eg. vacation)



- Choose from the options: for which set of "incoming mail" do you want to auto-reply (eg. all messages) and choose "Reply with message" option(as shown below). Add your message body, subject and keep "Reply sender address" and "My e-mail address" same(as yours).
- Put "How often send messages (in days)" to 1.

The screenshot shows the 'Filter definition' window. The filter name is 'vacation'. The 'For incoming mail' section has three radio buttons: 'matching all of the following rules', 'matching any of the following rules', and 'all messages', with 'all messages' selected. The '...execute the following actions:' section shows a dropdown menu set to 'Reply with message'. The message body is: 'Thanks for reaching me out. I am out on a vacation from Wednesday(25th May) up until Sunday(29th May). I will get back to you as early as possible. Thanks.' The message subject is 'Vacation: Out of Office'. The reply sender address is 'rajershi@cse.iitb.ac.in'. The 'My e-mail addresses' section shows 'rajershi@cse.iitb.ac.in' with a 'Fill with all my addresses' link. The 'How often send messages (in days)' is set to 1. At the bottom, there is a 'Save' button and a 'Filter disabled' checkbox.

- Click the Save button at the bottom and the autoresponder will be active.
- To disable this filter/auto-responder, check the Filter disabled box next to the Save button.