Please detach and keep for reference

DEACTIVATING AUTO-FORWARD

1.From the Options menu, select Profiling then Mail. This will take you to the ICONDESK User Profiling - Mail dialogue box.

2.Choose the Auto-Reply button. (The Auto-Forward and Auto-Reply options cannot be requested at the same time so one is used to deactivate the other.)

3.A message box opens up informing you that the Auto-Forward function is active and asking you to confirm the Auto-Reply operation.

4.Click on OK in order to confirm the set off of the Auto-Forward option.

5.The Auto-Reply option dialogue box opens.

6.Click on the Cancel button in order to exit the Auto-Reply dialogue box WITHOUT setting the Auto-Reply option.

7.Click on the OK button at the top of the screen in order to store your changes and to exit User Profiling.

ACTIVATING AUTO-REPLY

1.From the Options menu, select Profiling then Mail. This will take you to the ICONDESK User Profiling - Mail dialogue box.

2.Click on the Auto-Reply button. The Auto-Reply dialogue box will pop-up.

3.Type in your message of up to 80 characters.

4.Click on OK.

5.Click on OK in the Users Profiling box. This will ensure your changes are entered.

DEACTIVATING AUTO-REPLY

1.From the Options menu, select Profiling then Mail. This will take

you to the ICONDESK User Profiling - Mail dialogue box.

2.Choose the Auto-Forward button. (The Auto-Forward and Auto-Reply options cannot be requested at the same time so one is used to deactivate the other.)

3.A message box opens up informing you that the Auto-Reply function is active and asking you to confirm the Auto-Forward operation.

4.Click on OK to confirm the set off of the Auto-Reply option.

5.The Auto-Forward dialogue box opens.

6.Click on the Cancel button to exit the Auto-Forward dialogue box without setting the Auto-Forward option.

7.Click on the OK button at the top of the screen in order to store your changes and to exit User Profiling.