

Troublefree Hosting

Knowledge base artikel

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Out of office instellen

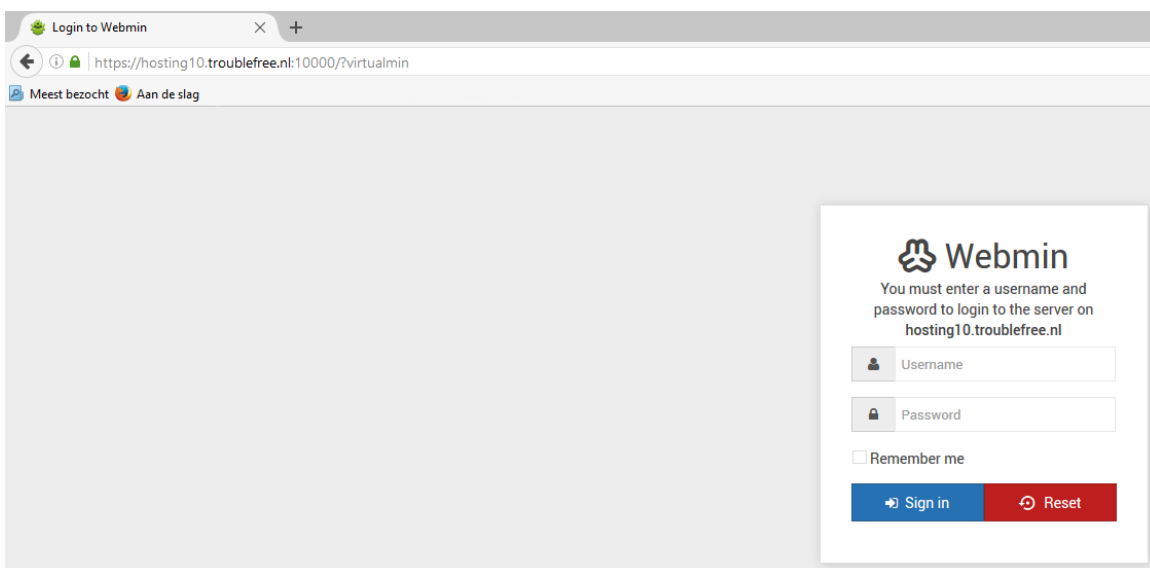
In dit artikel zullen we u uitleggen hoe u een out of office reply kan instellen op uw hostingomgeving.

Inloggen op hosting

Ga in uw webbrowser naar het adres van uw hosting server. Vul hier de gegevens in die u van ons ontvangen heeft die betrekking hebben op uw hosting pakket, bijvoorbeeld:

Username troublefree.nl

Wachtwoord 24SgTwp8

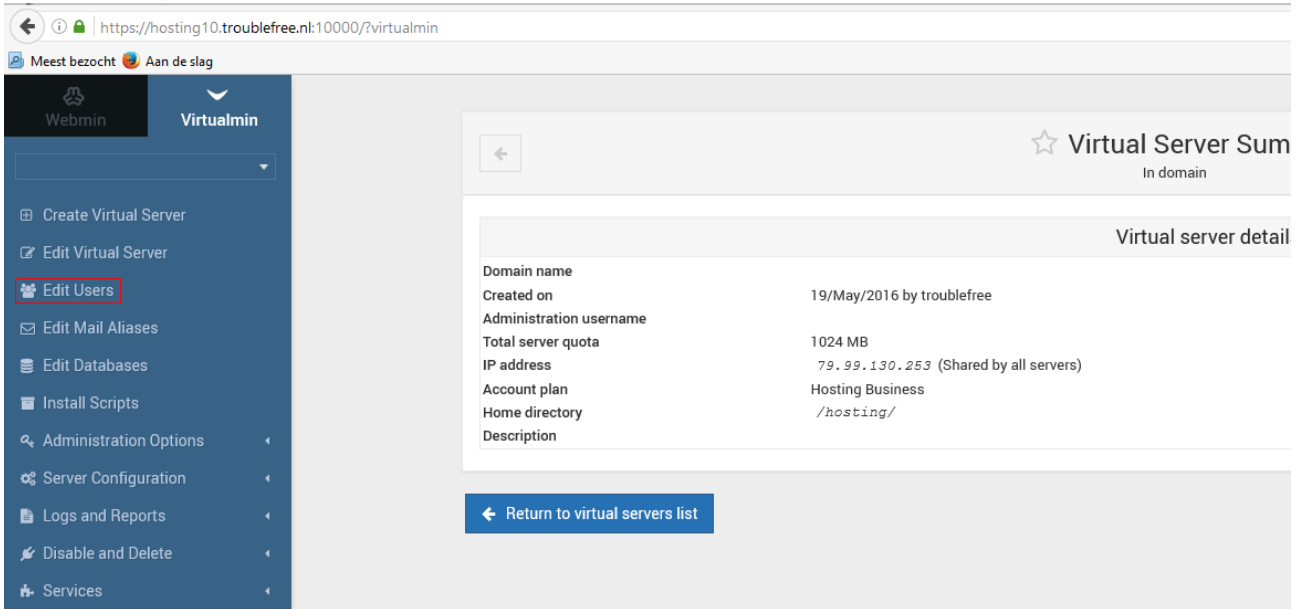


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Ga naar users

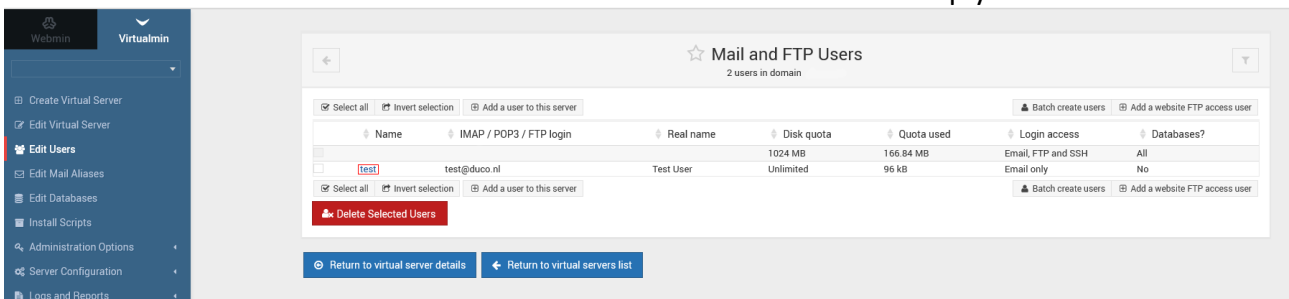
Klik links in op "Edit Users"



The screenshot shows the Virtualmin web interface. The left sidebar contains a menu with the following items: Create Virtual Server, Edit Virtual Server, Edit Users (highlighted with a red box), Edit Mail Aliases, Edit Databases, Install Scripts, Administration Options, Server Configuration, Logs and Reports, Disable and Delete, and Services. The main content area displays the 'Virtual Server Sum' for a domain, with details such as Domain name, Created on (19/May/2016 by troublefree), Administration username, Total server quota (1024 MB), IP address (79.99.130.253), Account plan (Hosting Business), Home directory (/hosting/), and Description. A 'Return to virtual servers list' button is visible at the bottom.

Selecteer mail account

Selecteer in het overzicht het mail account waarvoor u de Out of Office reply wilt instellen.



The screenshot shows the 'Mail and FTP Users' overview page in Virtualmin. The page title is 'Mail and FTP Users' with a subtitle '2 users in domain'. The table below lists the users:

Name	IMAP / POP3 / FTP login	Real name	Disk quota	Quota used	Login access	Databases?
test	test@duco.nl	Test User	1024 MB	166.84 MB	Email, FTP and SSH	All
			Unlimited	96 kB	Email only	No

Buttons for 'Delete Selected Users', 'Return to virtual server details', and 'Return to virtual servers list' are visible at the bottom.

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Bericht instellen

Klik op “Mail Forward Settings” onderstaand afbeelding verschijnt in uw scherm.

Mail forwarding settings

Deliver to this user normally Yes, deliver to mailbox
 Yes, forward to addresses

Forward to other addresses

Send automatic reply

Automatic reply options

Minimum time between autoreplies No minimum minutes

Automatic reply start date Any time On date / Jan /

Automatic reply end date Any time On date / Jan /

Other user permissions

Vul onderstaande handelingen uit:

1. Vink het vinkje aan bij “Send automatic reply”.
2. Vul het bericht in het “reply” veld.

De mail wordt nu altijd automatisch beantwoord, tot het vinkje weer uitgevinkt is. U kunt echter ook een vaste begin en eind datum instellen:

1. Stel bij “Automatic reply start date” in op “On date” vul de startdatum in.
2. Stel bij “Automatic reply end date” in op “On date” vul hier de einddatum in.