

Setup Guide - Out-of-Office Message (Linkeo Webmail)

Tutoriel



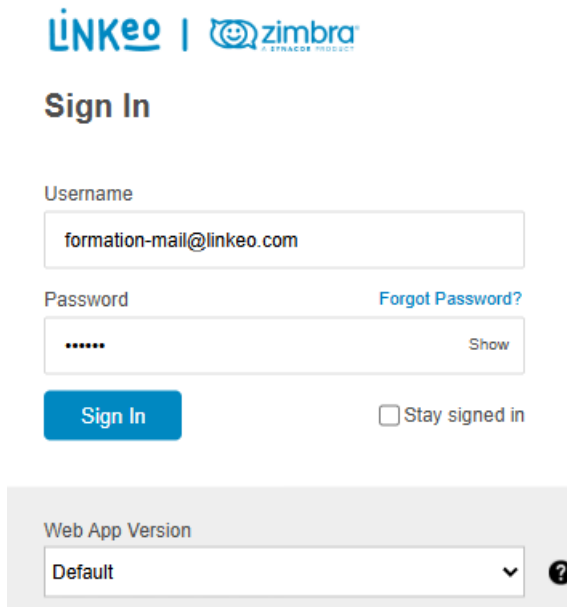


Setup Guide - Out-of-Office Message (Linkeo Webmail)

This guide will help you set up your automatic out-of-office reply from your Linkeo webmail.

Our Customer Service team is available by phone at **855 254 6536** or by email at **service@linkeo.ca** you encounter any difficulties.

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Linkeo | zimbra
A SYRACUSE PRODUCT

Sign In

Username
formation-mail@linkeo.com

Password [Forgot Password?](#)
..... Show

☐ Stay signed in

Web App Version
Default

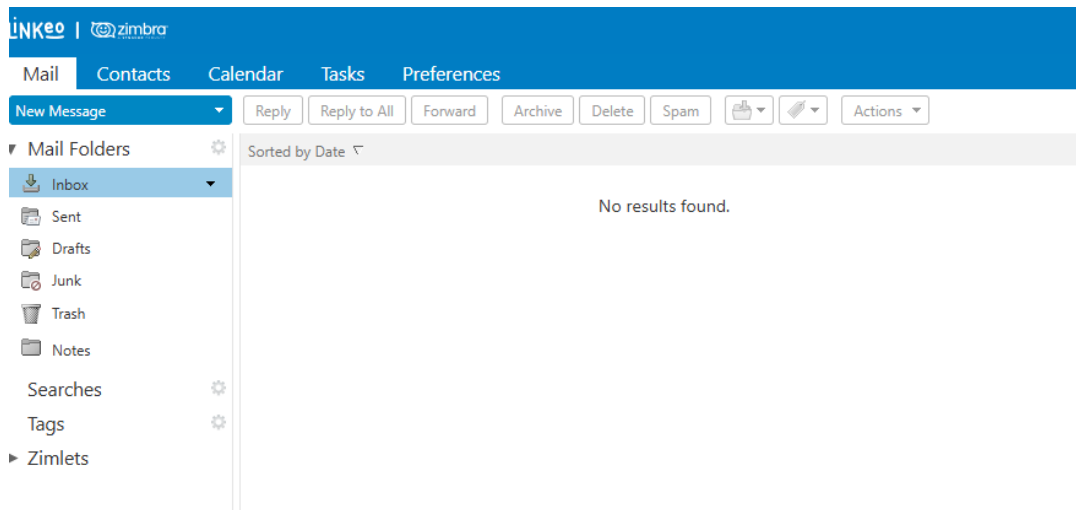
Step 1

1. Open your web browser
2. Go to : <https://inbox.linkeo.com>
3. Login in with your email address and password

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Step 2

1. In the top menu, click on Preferences



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1. In the left sidebar, select Out of Office

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Mail Contacts Calendar Tasks Preferences

Save Cancel Undo Changes

▼ Preferences

- General
- Accounts
- Mail
- Filters
- Signatures
- Out of Office
- Trusted Addresses
- Contacts
- Calendar
- Sharing
- Notifications
- Import / Export
- Shortcuts
- Zimlets

Sign in

Password: [Change Password](#)

Default Web App: ☐ Classic

Appearance

Font: Standard ▼

Display Font Size: Normal ▼

Print Font Size: 12pt ▼

Time Zone and Language

Time Zone: GMT +01:00 Brussels, Copenhagen, Madrid, Paris ▼

Language: English (United States) ▼

Compose Direction: Left to Right ▼ ☐ Show direction buttons in compose toolbar

Guide de configuration – Message d’absence (Webmail Linkeo)

Out of Office: ☒ Do not send auto replies
☐ Send auto-reply message

Auto-Reply Message:

External Senders:

Time Period: ☐ Send auto-replies during the following time period:

Start: ☒ All Day

End:

Calendar Appointment: ☐ Create appointment and display as:

Finally,

1. For Out of office, enable the option **“Send auto-reply message”**
2. In the message zone for “Auto-Reply message” : type your out of office message
3. Check the **Time Period** option, then select :
 - Start : the date when the out-of-office reply begins
 - End : the date when the out-of-office reply stops
4. Click **SAVE** to apply the configuration.

Congratulations !

Your out-of-office message has
been successfully set up.

