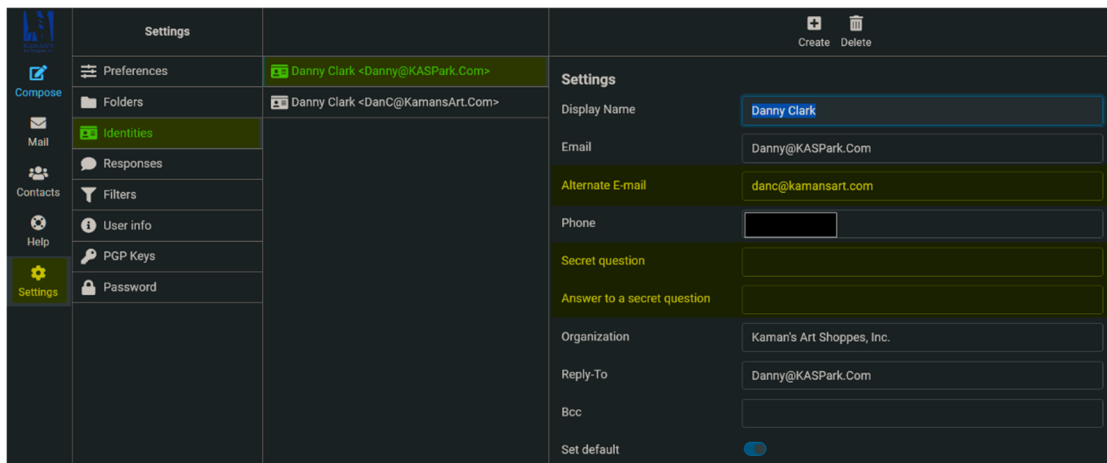# *Mail.KASPark.Com*

To get help from the original help file, login to mail.kaspark.com and on the left side click the "Help" link. This will get you the basics of using the web interface.

Things you must do after your first login to https://mail.kaspark.com:

Click on "Settings" (far left), then click on "Identities" (just right of "Settings"), then select your default identity in the next column (as shown in the example below):



These three fields (at a minimum) MUST BE FILLED IN. An alternate E-mail, your secret question, and the answer to your secret question. You may also fill in your default signature, and other information if you wish. The signature can be created in HTML or standard text.

The need for a different E-mail, and secret question is because everyone (including myself!) forgets their password every now and then. With these fields filled in you can reset your password from the login page at https://mail.kaspark.com. We do not have a SMS text sending option as of yet so the alternate E-mail and secret question will allow you to reset your password.

# *Next:*

This document will describe how to create an out of office auto reply or as some like to call it a vacation reply.

Once you are logged in, navigate to "Settings" and "Filters" and click on "Actions" in the top middle and select "Add filter set" (see image below):
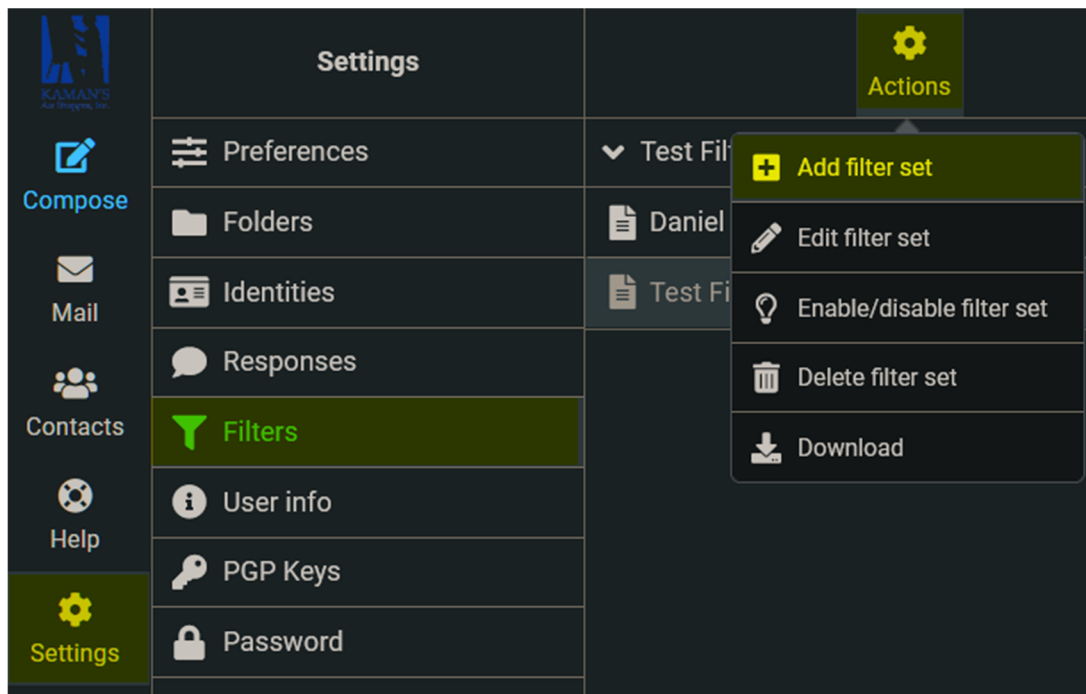


On the right-hand side, give you filter group a name (see image below). You can add other filters to this group like re-routing other e-mails to different folders etc... For this document we will focus on creating an auto reply.

In this example, I have created a filter group named "Test Filter Group" but for you, should be your name or what ever you named your filter group. As you can see, I now have two groups (see image below). You can have more than one filter group; however, you are only allowed to have one filter group active at any one time. You can right-click on which group you want to activate or deactivate by selecting activate/deactivate option (see above images). Selecting a filter group will display all the filters in that group below in the same column. In the image below you can see my filters for my filter group "Daniel Clark":



 Next, you can see I have no filters in my newly created "Test Filter Group" in the image below. This is where we will create the autoreply filter.

To create the auto-reply, select "Settings", "Filters", your newly created "Filter group" and select "Create" (as in the image below). Give it a name, enable/disable the filter from running at any time, the "Scope" should be "all messages" (from a drop down menu), as well as the "Actions" drop down menu should be "Reply with message". The rest is pretty self-explanatory. The "reply sender address" and "My e-mail address" can be set to your E-mail address or you can set it like I have it as a DONOTREPLY@ address. In the "How often send messages" box, the minimum amount of time you can send a new autoreply to someone is 1 day. You can set that to 2, 3 or more days. It does become annoying to the person who has to send you a few emails a week (if set to only 1 day, the sender will get autoreplied more than once if he/she sends e-mails through the week) so I would set this to 3 or 4 days rather than once.
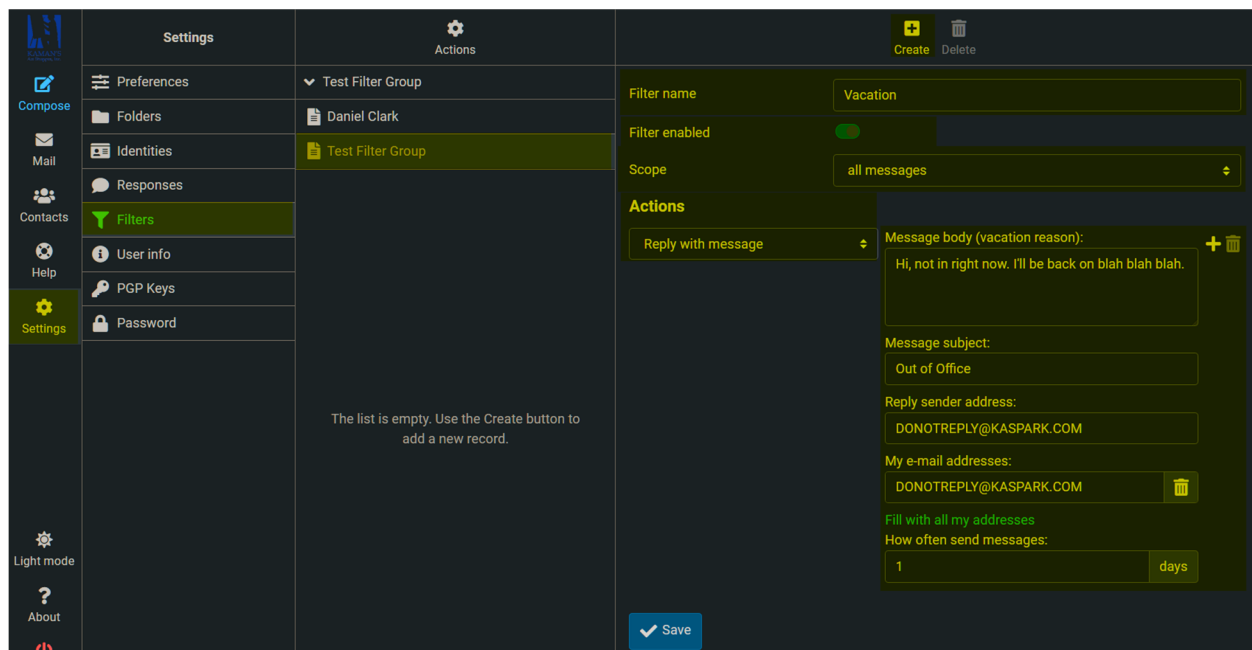


After your "Vacation" or "Out of Office" (OoO) event, don't forget to disable your autoreply!

The Kaman's Art Shoppes, Inc. I.T. Team,

Chief I.T. – Ken Highman

I.T.OP.S. – Daniel Clark