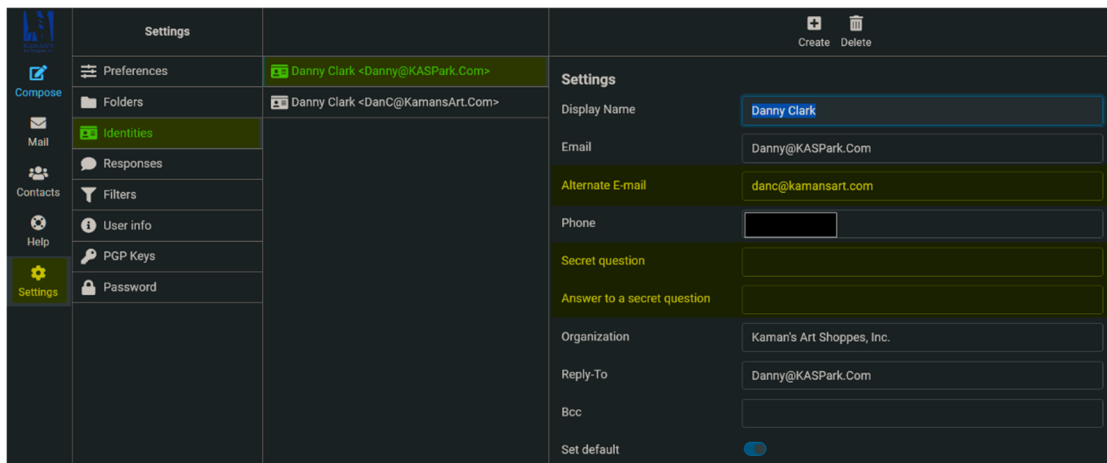


Mail.KASPark.Com

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):



The screenshot shows the Mail.KASPark.Com settings interface. On the left is a sidebar with icons for Compose, Mail, Contacts, Help, and Settings. The Settings section is expanded, showing a list of settings: Preferences, Folders, Identities (highlighted), Responses, Filters, User info, PGP Keys, and Password. The main area displays the 'Identities' settings. At the top, there are 'Create' and 'Delete' buttons. Below, the 'Settings' section is filled with various fields: 'Display Name' (Danny Clark), 'Email' (Danny@KASPark.Com), 'Alternate E-mail' (danc@kamansart.com), 'Phone' (empty), 'Secret question' (empty), 'Answer to a secret question' (empty), 'Organization' (Kaman's Art Shoppes, Inc.), 'Reply-To' (Danny@KASPark.Com), 'Bcc' (empty), and a 'Set default' toggle switch.

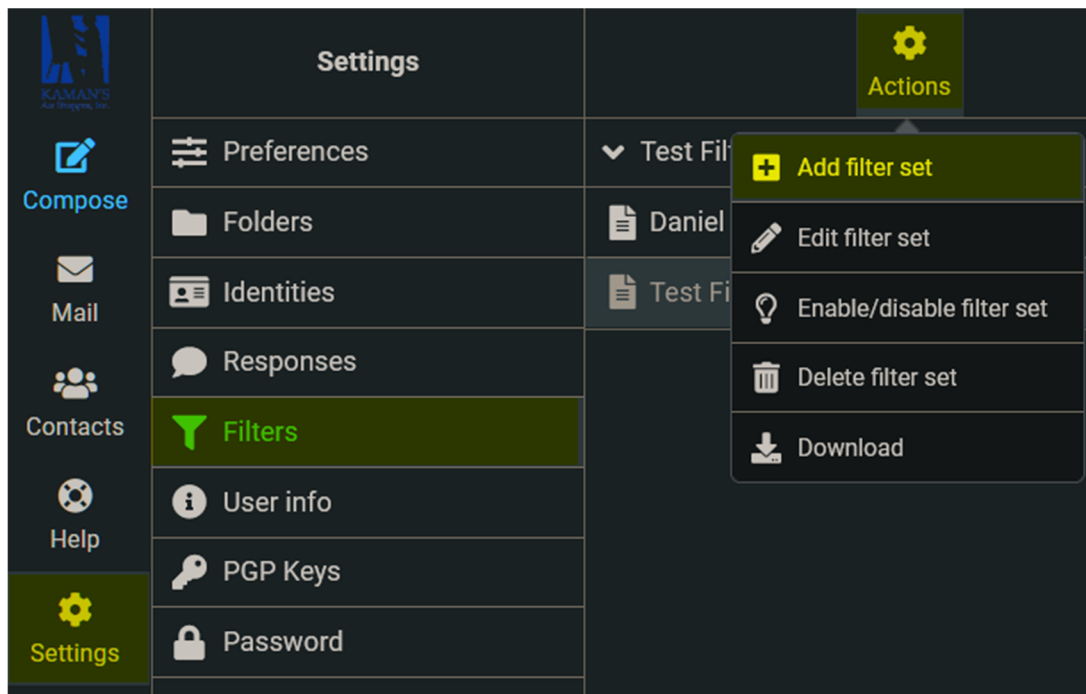
These three fields (at a minimum) **MUST BE FILLED IN**. An alternate E-mail, your secret question, and the answer to your secret question. You may also fill in your default signature, and other information if you wish. The signature can be created in HTML or standard text.

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.

The screenshot shows the 'Filter set name' form. At the top is a text input field for the filter set name. Below it, under the heading 'Filters', are three radio button options: 'none' (selected), 'from set', and 'from file'. The 'from set' option has a dropdown menu showing 'Test Filter Group'. The 'from file' option has a 'Choose file...' button and a 'Browse' button. At the bottom left is a green 'Save' button with a checkmark icon.

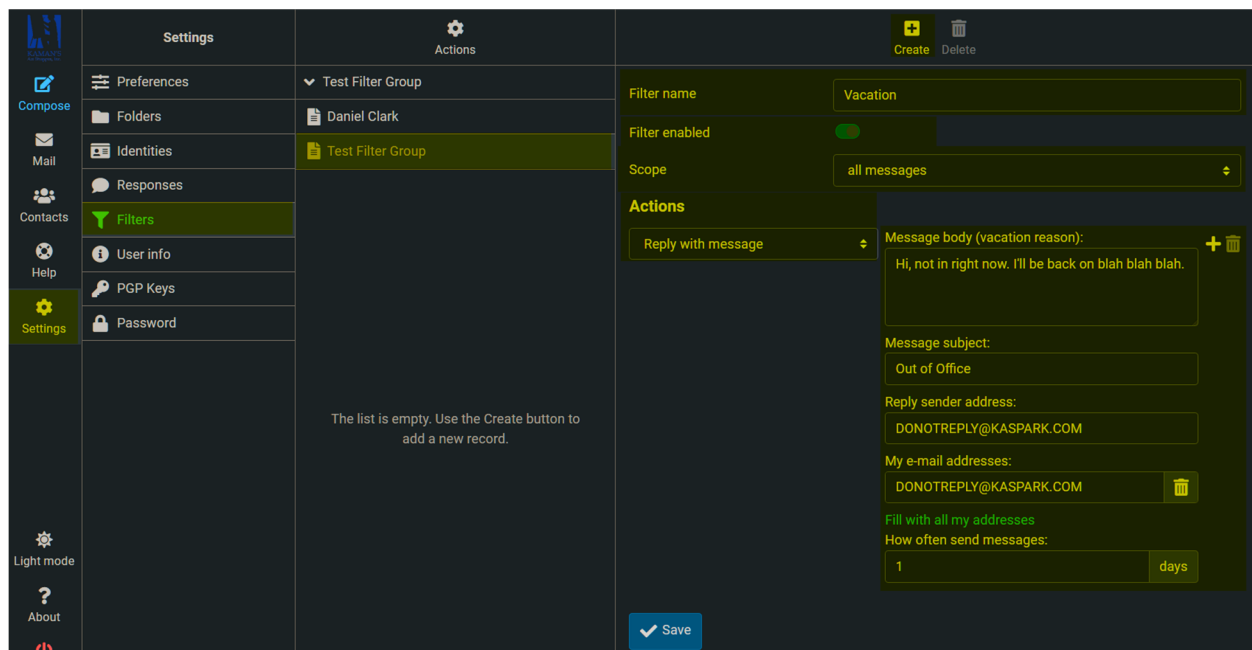
In this example, I have created a filter group named “Test Filter Group” but for you, should be your name or what ever you named your filter group. As you can see, I now have two groups (see image below). You can have more than one filter group; however, you are only allowed to have one filter group 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”:

	Settings	Actions
 Compose Mail Contacts Help Settings	Preferences	▼ Daniel Clark
	Folders	📁 Daniel Clark
	Identities	📄 Test Filter Group
	Responses	🔊 Status
	Filters	🔊 Alert
	User info	🔊 Email
	PGP Keys	🔊 OSSEC
	Password	🔊 RKHuneter
		🔊 Webmin Config Backup
		🔊 Logwatch
		🔊 MariaDB
		🔊 OoO

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.

	Settings	Actions
 Compose Mail Contacts Help Settings	Preferences	▼ Test Filter Group
	Folders	📁 Daniel Clark
	Identities	📄 Test Filter Group
	Responses	
	Filters	
	User info	
	PGP Keys	
	Password	

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