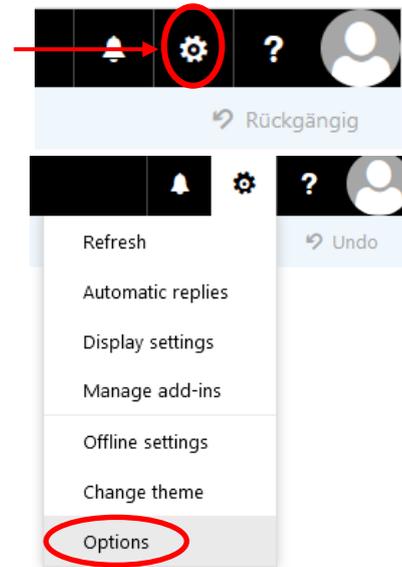


HAIMAIL CREATE AUTOMATIC REPLY (ABSENCE NOTE)

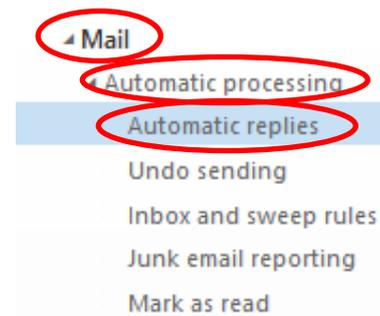
1) Login to your HAImail via <https://haimail.alumni.uni-heidelberg.de/>

2) After logging in, click on the "wheel" symbol in the top right-hand corner

and then click on "Options" in the selection that opens.



3) In the menu that appears on the left, click on "Mail", then on "Automatic processing" and then on "Automatic replies".



4) Now you can activate the automatic reply (absence note) in the main area and make your personal settings for it.

If you have any further questions, please do not hesitate to contact the HAImail administration via postmaster@alumni.uni-heidelberg.de.