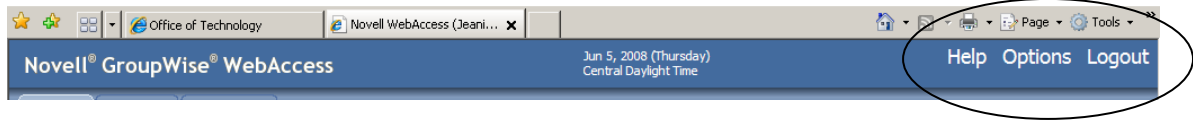


## WebAccess

### **HOW DO I SETUP A VACATION RULE IN WEBACCESS**

Open WebAccess Email (mail.dbq.edu)



Click on Options

Click on Rules

Vacation Rule is the default rule type, click Create

Fill in the Rule name, Subject, and the message that you would like to respond with.

It is recommended that you specify an alternative contact person who will be assisting in your absence.

When finished, click on Save Make sure that there is a green check mark in the box next to the rule you want to activate.