

Advanced Shared Mailbox Features in Webmail

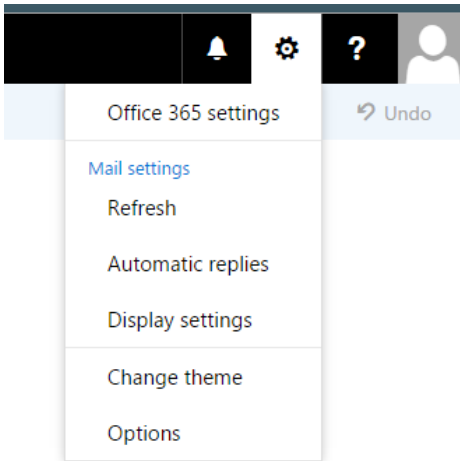
Overview

After you **Access a Shared Mailbox in Webmail**, you may want to set rules to automatically filter email or that send an automatic response to emails received, or set an out of office greeting.

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Set an Out of Office Greeting

1. Log in to **SPU Webmail** and follow the instructions to **Access a Shared Mailbox in Webmail**.
2. In the new window that opened, click on the gear icon in the upper right and select "Automatic replies" to set up an out of office message.



Create Rules to Filter Email

1. Log in to **SPU Webmail** and follow the instructions to **Access a Shared Mailbox in Webmail**.
2. After the mailbox opens, follow the steps to **Create an Email Rule in Webmail**.

Related articles

Content by label

There is no content with the specified labels

