AUTO REPLY

Log into Zimbra. **https://login.pld.com**
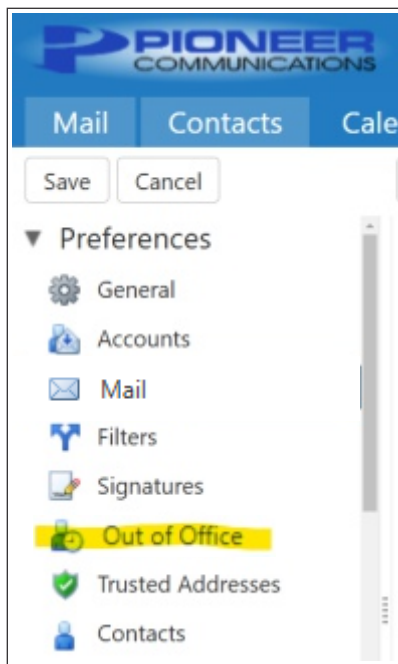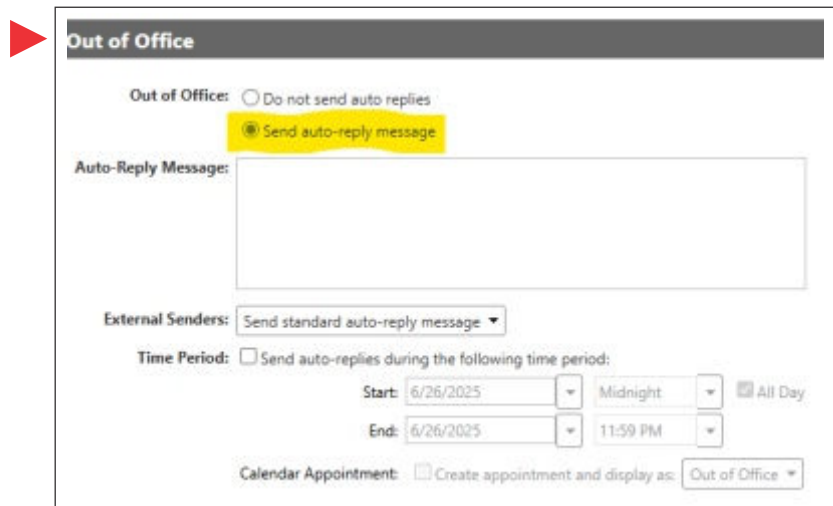
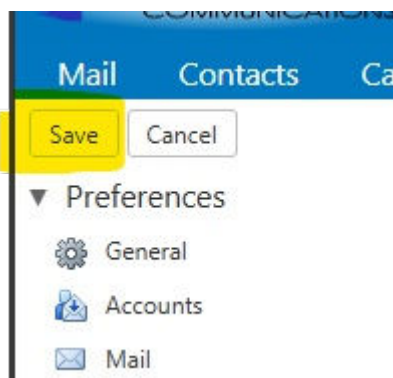Go to the **Preferences** tab
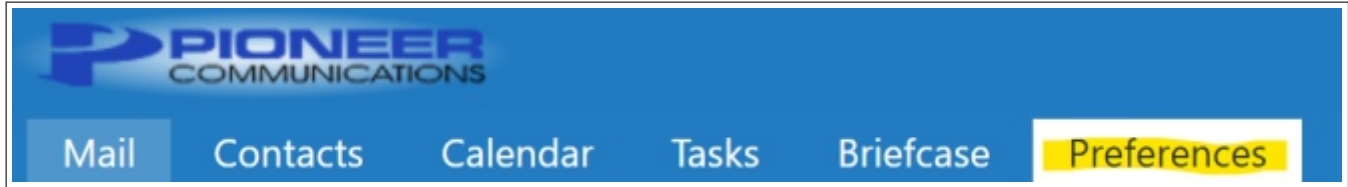
On the Left side under *Preferences* click on **"Out of Office"**

Under the *Out of Office* dialog box, change the setting to "**Send auto-reply message**", Next - enter a message you would like to be sent when someone emails your PLD account.

Once you have entered your message - hit **Save** (in the upper left corner under Mail).

PLEASE NOTE:
You will still need to contact doctor offices, banks, schools, etc.