



## Changing your Auto Reply in CampusCruiser

### Pre June 5:

1. Log into CampusCruiser and click on the **email icon**.
2. Click on the **Tools** tab, and then click **Settings**.
3. Click on the **Auto Reply** tab.
  - a. Click **Enable Auto Reply** button (correct display should say **ENABLED**)
  - b. Target should be 'All Senders'.
  - c. Frequency should be 'Every Time'.
  - d. Do not enter a Begin or End Date.
  - e. Enter your reply message that will be sent to any email delivered to your Cruiser email account. **NOTE:** all email sent to your Cruiser email account should be forwarded to your WUmail email account.
  - f. A generic message could be: *Your email has been forwarded to my new email address, [loginid@widener.edu](mailto:loginid@widener.edu). Please update your address book with my new email address.*
4. Click **Save**.

### Post June 5:

1. Log into CampusCruiser and click on **MyCruiser**.
  - a. Click **Archived Cruiser Email**
2. Click on the **Tools** tab, and then click **Settings**.
3. Click on the **Auto Reply** tab.

- a. Click **Enable Auto Reply** button (correct display should say **ENABLED**)
- b. Target should be 'All Senders'.
- c. Frequency should be 'Every Time'.
- d. Do not enter a Begin or End Date.
- e. Enter your reply message that will be sent to any email delivered to your Cruiser email account. **NOTE:** all email sent to your Cruiser email account *is forwarded* to your WUmail email account.
- f. A generic message could be: *Your email has been forwarded to my new email address, [loginid@widener.edu](mailto:loginid@widener.edu). Please update your address book with my new email address.*

4. Click **Save**.