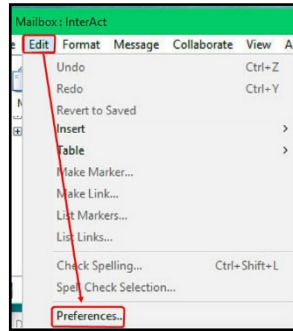


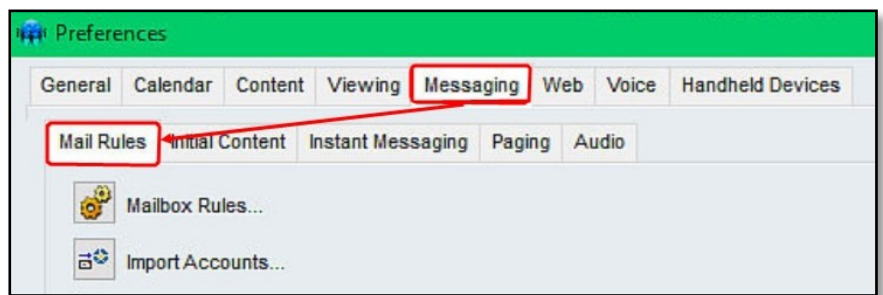
CCSD GOES GOOGLE!

Creating an InterAct Auto-Reply Message

1. Sign into InterAct.
2. Select **Edit**, then select **Preferences**.



3. Select the **Messaging** tab, then select the **Mail Rules** tab.

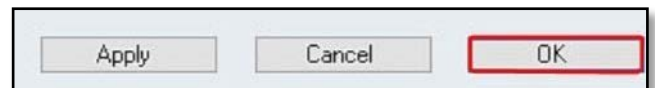


4. Verify the **Reply preference:** is set to **Automatic**.
5. In the **Automatically reply to** section, select **Yes** to both **Local Mail:** and **Internet mail:** dropdowns.



6. Type your auto-reply message. It may be similar to the following statement:
"My email address has changed. It is now ADUsername@nv.ccsd.net. Please update your address book."

7. Scroll to the bottom of the screen, then select **OK**.



NOTE: Your G Suite email address is the same Active Directory name you use to sign into your computer followed by @nv.ccsd.net.