Automatically respond to email

Solution

There are different answers, depending on what you are trying to do.

Auto reply to personal email

For Exchange email, you use the Out of Office Assistant via your email program. For details, see: How do I set an Out of Office (Automatic reply) message with Exchange Email?

Auto reply to non-personal email

Another possible solution is to set up a Mailman list and turn on the list's autoresponder.

Mailman lists have an auto-response built in, which you might be interested in testing. The functionality may not be what you want – you can customize the middle part of the autoresponse, but the beginning and end of the auto-response may not be configurable.

You can create a Mailman test list for yourself if you'd like to experiment with whether the Mailman auto-responder meets your needs. You can also ask the User Accounts office in the Computing Help Desk to create one for you.

- Create a Mailman list from the Email Lists at MIT service page, or...
- How do I contact MIT Kerberos Accounts?