

Automatically respond to email

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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...
- [hdarchive:How do I contact MIT Kerberos Accounts?]