

Uputstvo za podešavanje Autorespond (Out of Office) na Plesk-u

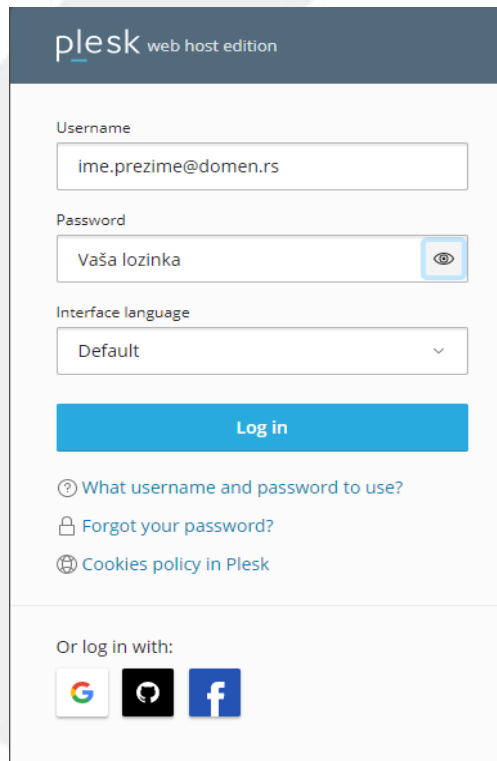
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1. Logovanje na webmail server

Potrebno je da se ulogujete na webmail server preko bilo kog internet pretraživača (Google Chrome, Mozilla, Edge, Opera, itd.) putem sledećeg linka: balkanssecurityservices.com:8443

1. U polju **Username (korisničko ime)** upisujete vaš mail (npr. *“ime.prezime@domen.rs“*),
2. U polju **Password (lozinka)** upišite vašu lozinku za mail,
3. Kliknuti na **Login (Prijavite se)**.

A screenshot of the Plesk webmail login page. The page has a dark blue header with the 'plesk web host edition' logo. Below the header, there are three input fields: 'Username' with the placeholder 'ime.prezime@domen.rs', 'Password' with the placeholder 'Vaša lozinka' and a toggle eye icon, and 'Interface language' with a dropdown menu set to 'Default'. A blue 'Log in' button is positioned below these fields. Underneath the button are three links: 'What username and password to use?', 'Forgot your password?', and 'Cookies policy in Plesk'. At the bottom, there is a section 'Or log in with:' with icons for Google, Nextdoor, and Facebook.

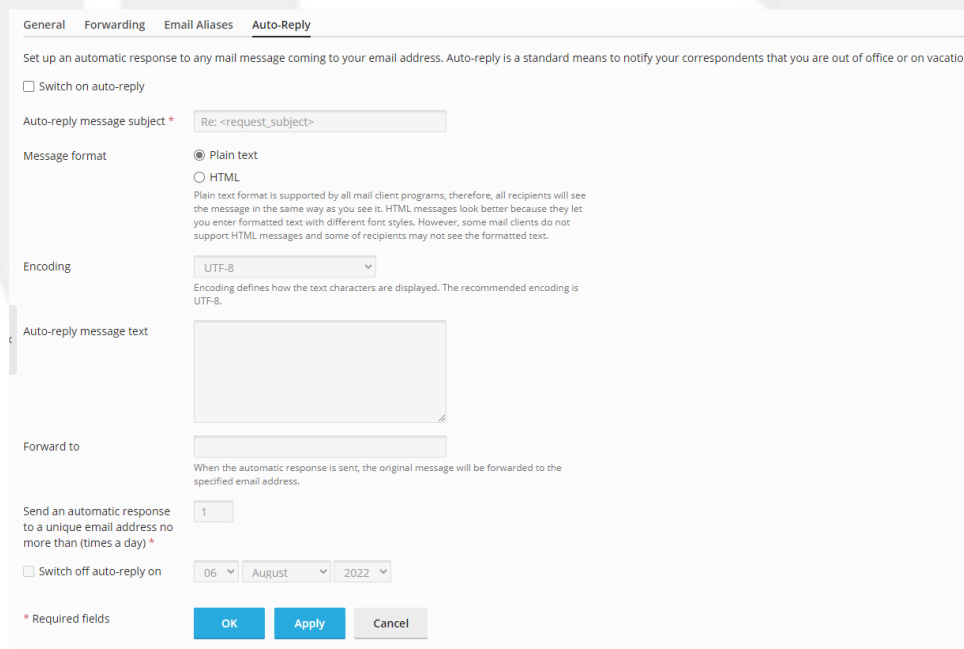
2. Kreiranje autorespond filtera i poruke

Nakon što se ulogujete na webmail, potrebno je da podesite autorespond filter na vašem nalogu.

1. Kliknite na **Mail**
2. Kliknite na **Change Mail Account Settings (Promenite podešavanja naloga pošte)**
3. Kliknite na filter **Auto-Reply (Automatski odgovor)**
4. U polju **Auto-Reply (Automatski odgovor)**, kako bi filter aktivirali potrebno je da štiklirate
▪ **Switch on auto-reply**
5. U polju **Auto-reply message subject** upisujete naslov poruke.
6. U polju **Auto-reply message text**, upisujete tekst poruke koju želite da stigne korisniku koji vam šalje mail
NAPOMENA: Ovo polje je obavezno!
7. U polju **Switch off auto-reply on**, treba postaviti datum kada želite da se filter sam ugasi
8. Kliknite na **OK** kako bi ste sačuvali filter

Poslednjim korakom ste uspešno aktivirali auto reply.

Auto reply možete testirati tako što će te na vaš e-mail poslati poruku sa drugog e-mail maloga ili zamoliti nekoga da to uradi umesto vas.



The screenshot shows the 'Auto-Reply' settings page. At the top, there are tabs for 'General', 'Forwarding', 'Email Aliases', and 'Auto-Reply'. Below the tabs, there is a heading: 'Set up an automatic response to any mail message coming to your email address. Auto-reply is a standard means to notify your correspondents that you are out of office or on vacation.' The main settings include: a checkbox for 'Switch on auto-reply' which is checked; a text input for 'Auto-reply message subject' with the value 'Re: <request_subject>'; a 'Message format' section with 'Plain text' selected and 'HTML' unselected; an 'Encoding' dropdown set to 'UTF-8'; a large text area for 'Auto-reply message text'; a 'Forward to' text input; a 'Send an automatic response to a unique email address no more than (times a day) *' section with a value of '1'; and a 'Switch off auto-reply on' section with date pickers for '06', 'AUGUST', and '2022'. At the bottom, there are 'OK', 'Apply', and 'Cancel' buttons, and a note '* Required fields'.