

Configure mail settings for a single user

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Prerequisites

- Zoho Mail must be added to Zoho Directory.
- [User must have a mailbox.](#)

Roles required to perform this action:


- Organization Owner
- Organization Admin

Configure mail settings of an user

Mail Settings lets you configure the mailbox privileges of a user. It also lets you set up email policies, mail forwarding, and out-of-office replies.


To configure mail settings for a user:


1. Sign in to [Zoho Directory](#), then click **Admin Panel** in the left menu.
2. Go to **Users**, then click on a user. You can also use the search bar to find a specific user.
3. Click **Mail Settings**.

 **Note:** The Mail Settings option won't be visible unless you enable mail hosting in Zoho Directory. Also, it will only be available for users with access to Zoho Mail.


4. Enable/disable the required features for the user from the following:


Feature	Description	Default status
Outgoing	Allow user to send emails	Enabled
Incoming	Allow user to receive emails	Enabled
POP Access	Allow user to forward emails to other email clients via Post Office Protocol (POP).	Disabled
ActiveSync	Allow user to sync emails, calendars, and contacts with their mobile devices via Active sync protocol .	Disabled
Spam Check	Process the user's incoming emails for spam filtering .	Enabled
IMAP Access	Allow user to receive and sync emails in other email clients via Internet Message Access Protocol (IMAP).	Disabled

5. To apply an [email policy](#) to the user, select the required policy under *Email Policy*.
6. To configure [mail forwarding](#) for the user:
 1. Click  under *Mail Forwarding*.
 2. Enter the email address to which the emails should be forwarded.
 3. Click **Add**.

 Note: A verification email will be sent to the destination email address. Mail forwarding will be enabled only after [verifying the destination email address](#).

7. To configure [out-of-the office reply](#) for the user's incoming emails:

1. Click  under *Out of office*.
2. Select the duration (of out-of-office) for which the incoming emails should be replied.
3. Select the number of days in the *Autoresponse Interval* field.

 Info: [Autoresponse interval](#) is the time interval for sending subsequent replies when multiple emails are received from the same sender.

4. Select whose emails are to be replied—*All/Contacts list/Non contacts*—in the *Send Out of office to* field.
5. Enter the subject and message in their respective fields.
6. Click **Save**.

