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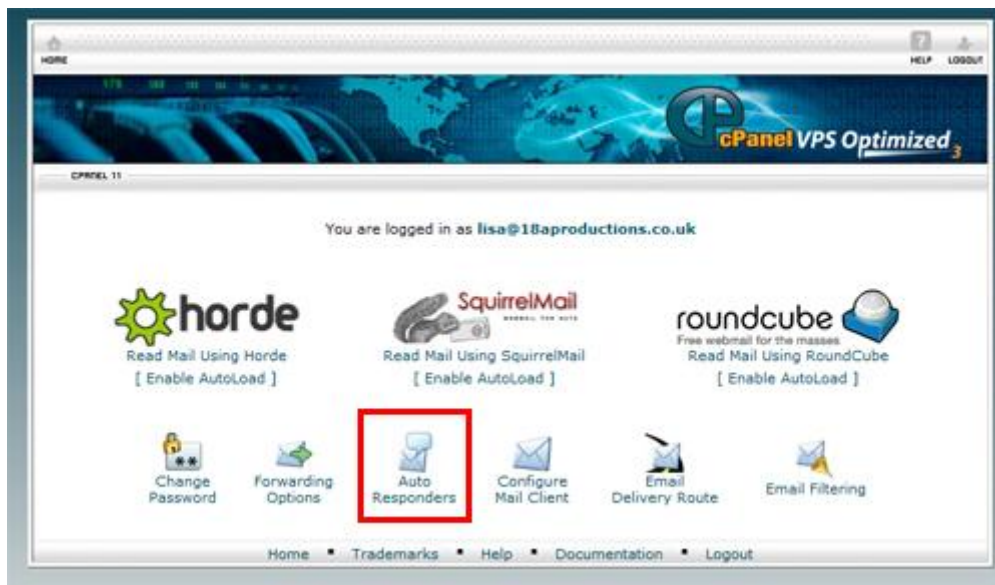
Setting up an email auto-responder in webmail

An Auto-responder is a reply that is sent to anyone who emails you, with a message explaining that you're out of the office / on holiday etc.

You will need to access webmail to set up your auto-responder please see the instructions below.

Instructions for setting up an auto-responder in Webmail, whether you use Horde, Squirrel Mail or Round Cube:

1. Log into Webmail (<http://webmail.yourwebsite.com.au>
Example <http://webmail.wwart.com.au>). On the first screen you see click on the Auto-Responders icon, highlighted in the image below with a red box around it:





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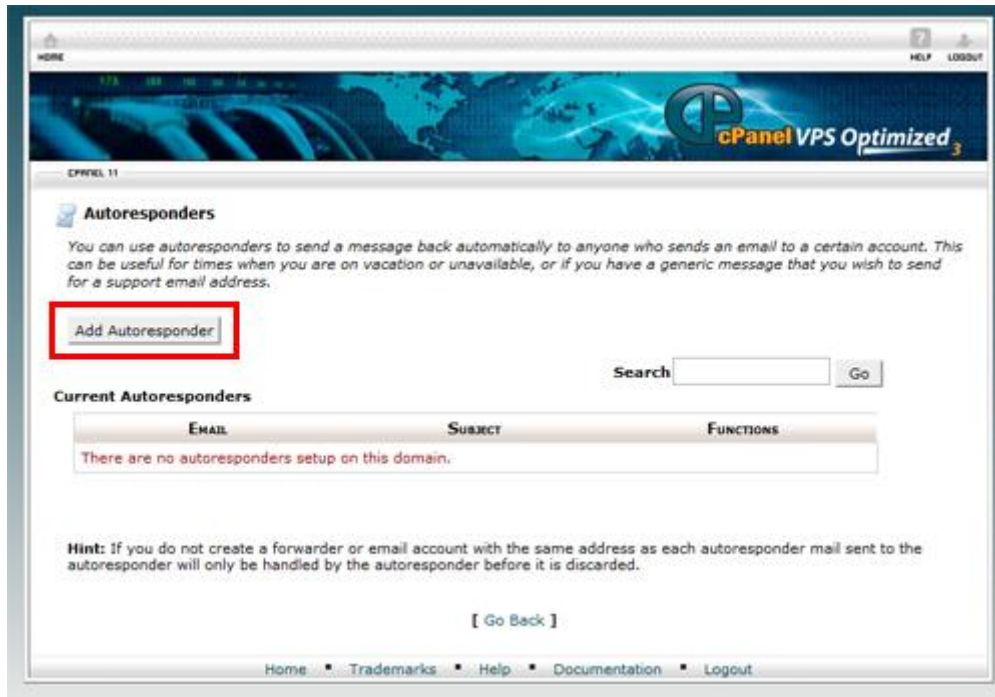
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2. The next screen will show you any auto-responders you already have set up (if any). To add a new one, click the "Add Autoresponder" button:





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3. In the form that appears, fill in "from", "subject" and "message" and click "Create/Modify".

For example

From: Fiona Larkings | WWW.ART Design Services

Subject: Out of the office

Message: I am currently out of the office until Tuesday and will reply to your email on my return.

HOME HELP LOGOUT

CPANEL 11

Modify/Add Autoresponder

If you do not create a forwarder or email account with the same address as this autoresponder, mail sent to this autoresponder will only be handled by the autoresponder before it is discarded. The interval is the time period in hours between automatic responses to the sender.

When configuring an autoresponder you can use the following tags to insert information into the message that is returned to the user:

- %subject% - The subject of the message received by the auto-responder.
- %from% - The name of the sender of the message received by the auto-responder, if available. (If the sender's name was not received, %from% will print the sender's email address.)
- %email% - The email address of the sender of the message received by the auto-responder.

Character Set: Note: You must select this option before changing anything else or you will lose your changes.

Interval (hours):

Email:

From:

Subject:

HTML Message: This message contains HTML.

Body:

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4. Then you're done! Remember to come back and turn off your auto-responder once it's out of date. It'll show in the list we talked about in Step 2 (that was probably empty this time!).