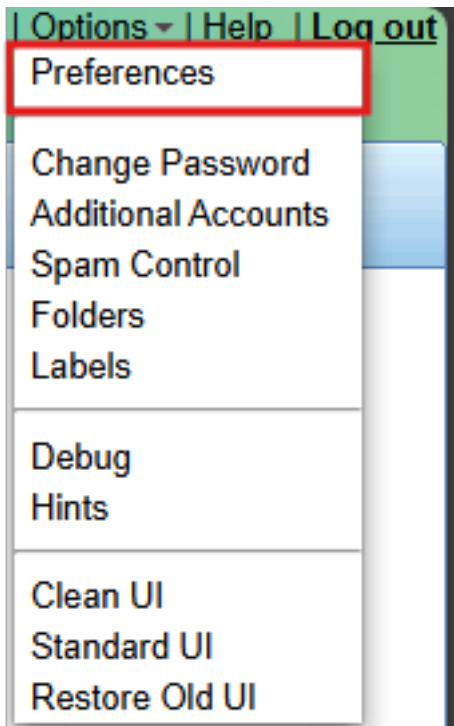


# Email

## How do I set an autoresponder in webmail?

Once logged into your webmail, look for the options menu in the top-right corner of the screen and select **Preferences**.



In the preferences page, first select the **Filtering** tab, then select the **Configure** button to the immediate right of the Holiday autoresponder row.

**Options** Done

General **Filtering** Spam Control Customize Extras Advanced

Received mail gets processed in the following order before delivery to the inbox.

<b>Holiday autoresponder</b> Automatically send a reply to received messages	INACTIVE <a href="#">configure</a>
<b>Forwarding</b> Send message to on other email accounts	INACTIVE <a href="#">configure</a>
<b>Filtering rules &amp; exceptions</b> Filters to organise mail and bypass spam & unknown sender controls	INACTIVE <a href="#">configure</a>
<b>Safe address whitelist</b> Safe sender addresses to bypass spam & unknown sender controls	ENABLED <a href="#">configure</a>
<b>Spam control</b> Identify and process suspected spam messages	ENABLED <a href="#">configure</a>
<b>Challenge unknown senders</b> Action to take if sender of message is unknown	INACTIVE <a href="#">configure</a>

Check the [delivery log](#)

Start by checking off Enable responder when you're ready for the system to begin responding on your behalf. Then enter your message subject and body. You also have additional options here like

# Email

choosing the enable the responder on the certain date, or having it auto-disable a set number of days after activating. When you're happy with your selections, press the Save button at the bottom of the screen.

**Options** Done

General **Filtering** Spam Control Customize Extras Advanced

[Autoresponder](#) | [Forwarding](#) | [Filtering](#) | [Whitelisting](#) | [Challenge](#)

**Holiday responder:**

**Automatic response to incoming mail**

☒ Enable responder

☐ Only respond to messages addressed specifically to this account

☐ Only respond to friends

☐ Only respond to local users

Start responding on: Day:  Month:  Year:

Only send to a particular user

Disable this response after  days. ()

Message subject

Message body 

Currently in the Caribbean on a beach. I'll get back to you when I return. Maybe.

**This deletes the original message after responding (or forwarding).**

☐ Delete original message

**Save**

Don't forget to come back to this page after returning and unchecking the **Enable responder** box if you haven't specified the Disable this response after \_\_\_ days field.

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