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**.

Options - Help Loc	out
Preferences	
Change Password Additional Accounts Spam Control Folders Labels	
Debug Hints	
Clean UI Standard UI Restore Old UI	

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



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

URL: https://help.meganet.net/content/1/17/en/how-do-i-set-an-autoresponder-in-webmail.html

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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	Filteri	ng Spam	Control	Customiz	ze	Extras	Advanced			
Autorespo	onder <u>F</u>	orwarding	<u>Filtering</u>	Whitelist	ing	Challen	<u>ge</u>			
Holiday responder:										
Automatic response to incoming mail										
🗹 Enab	le respoi	nder								
Only respond to messages addressed specifically to this account										
Only respond to friends										
🗌 Only	Only respond to local users									
Start responding on: Day: Month: Year:										
Only sen	d to a pa	rticular use	r Once a (day	~)				
Disable this response after						days. ())			
Message	subject	I am away	from my de	esk!						
Message	body	Currently i Maybe.	n the Cari	ibbean on	a be	ach. I'll g	get back to y	ou when I r	eturn.	
This dele	tes the c	o <mark>riginal m</mark> e I message	ssage aft	ter respor	nding) (or for	warding).			

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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