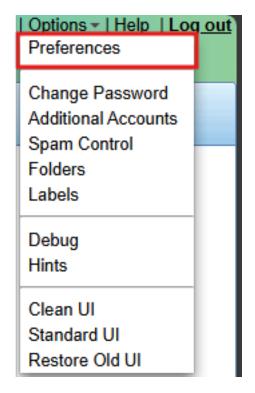
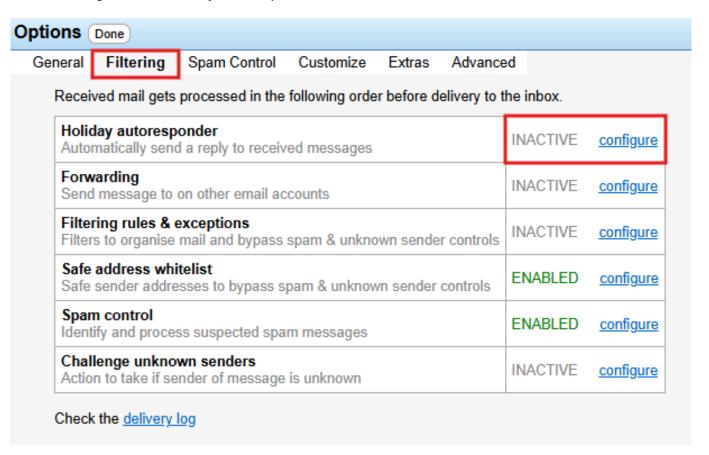
Email

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.



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

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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	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 Once a day						
Disable this response after days. ()						
Message subject I am away from my desk!						
Message	body	Currently in the Ca Maybe.	ribbean on a b	each. I'll g	get back to yo	u when I return.
		original message at	fter respondin	ng (or for	warding).	

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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