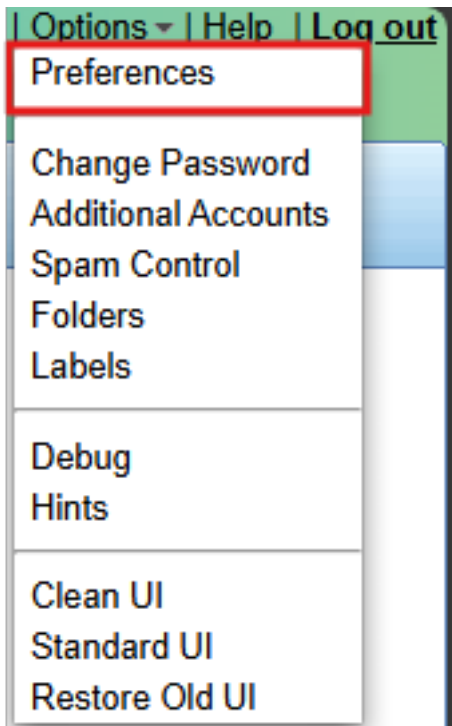


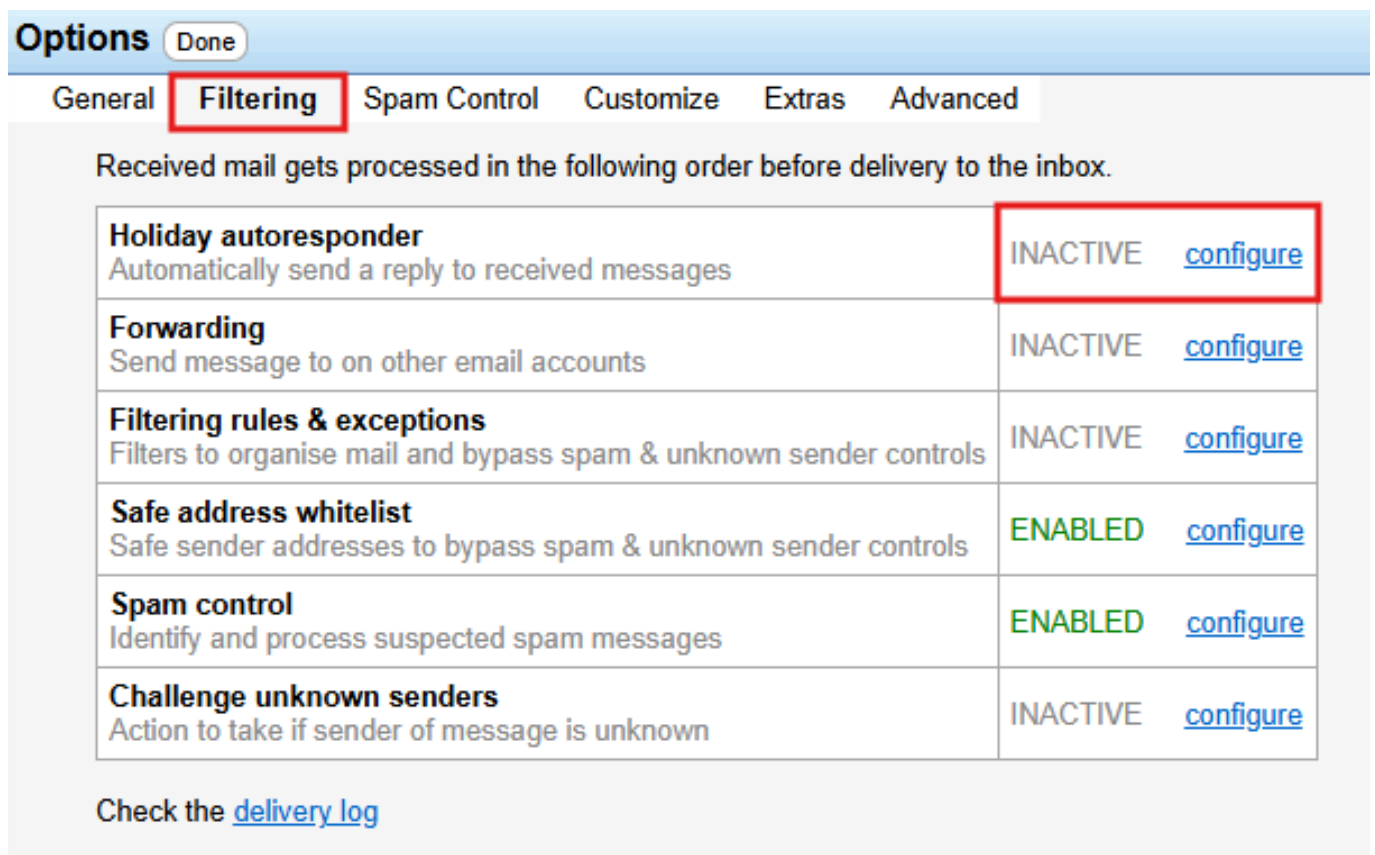
Email

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.

A screenshot of the 'Filtering' tab in a webmail preferences page. The page has a light blue header with 'Options' and a 'Done' button. Below the header, there are several tabs: 'General', 'Filtering' (which is selected and highlighted with a red border), 'Spam Control', 'Customize', 'Extras', and 'Advanced'. The main content area is titled 'Received mail gets processed in the following order before delivery to the inbox.' and contains a table with the following rows:

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

Below the table, there is a link that says '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

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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