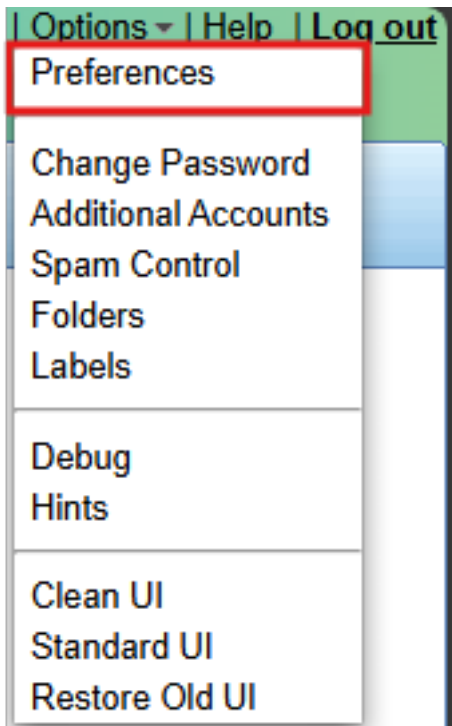


Email

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 'Options' page in a webmail interface. The 'Options' header is at the top left, with a 'Done' button next to it. Below the header, there are several tabs: 'General', 'Filtering', 'Spam Control', 'Customize', 'Extras', and 'Advanced'. The 'Filtering' tab is selected and highlighted with a red border. Below the tabs, there is a section titled 'Received mail gets processed in the following order before delivery to the inbox.' This section contains a table with six rows, each representing a different feature. The first row is 'Holiday autoresponder', which is currently 'INACTIVE' and has a 'configure' link to its right. This row is highlighted with a red border. The other rows are 'Forwarding', 'Filtering rules & exceptions', 'Safe address whitelist', 'Spam control', and 'Challenge unknown senders', each with its own status and a 'configure' link.

Feature	Status	Action
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

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

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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](#) [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

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.

Unique solution ID: #1016

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