Procedures Webmail Setting up email autoresponder



An Auto-responder is a reply that is sent to anyone who emails you, with a message explaining that you're out of the office / on holiday etc.

You will need to access webmail to set up your autoresponder please see the instructions below.

Instructions for setting up an auto-responder in Webmail, whether you use Horde, Squirrel Mail or Round Cube:

••••••••

Step 1:

Log into Webmail

webmail.yourwebsite.com.au (Example http://webmail.wwwart.com.au).

On the first screen you see click on the Auto-Responders icon, highlighted in the image below with a red box around it.



www.wwwart.com.au

03 5728 3389
 9A Billson Street (PO Box 593), Beechworth VIC 3747

🔁 contact@wwwart.com.au

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Step 2:

Add an Autoresponder

The next screen will show you any auto-responders you already have set up (if any). To add a new one, click the "Add Autoresponder" button.

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Autoresponders			
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Step 3:

Create/Modify

In the form that appears, fill in "from", "subject" and "message" and click "Create/Modify". For example

From: Fiona Larkings | WWW.ART Design ServicesSubject: Out of the officeMessage: I am currently out of the office until Tuesday and will reply to your email on my return

 Solution
 03 5728 3389

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Step 4:

Complete

Then you're done! Remember to come back and turn off your auto-responder once it's out of date. It'll show in the list we talked about in Step 2 (that was probably empty this time!).

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