

# 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 auto-responder please see the instructions below.

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



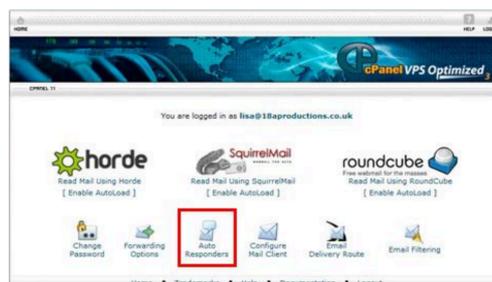
## Step 1:

### Log into Webmail

[webmail.yourwebsite.com.au](http://webmail.yourwebsite.com.au)

(Example <http://webmail.wwwart.com.au>).

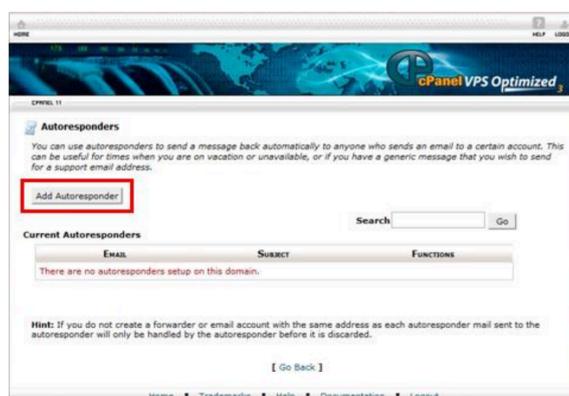
On the first screen you see click on the Auto-Responders icon, highlighted in the image below with a red box around it.



## 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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## 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 Services

**Subject:** Out of the office

**Message:** I am currently out of the office until Tuesday and will reply to your email on my return

## 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 Remember to come back and turn off your auto-responder once it's out of date.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!).

