

Auto Responders

Auto responders are set up to reply to all emails with a set message. There is no 'blanket' response for all email address associated with a domain so an auto responder must be setup for each account.

Add Auto Responder

MAIL section of C-panel

SELECT: Auto Responders

Character Set Accept Default

Interval (hrs) .5 = ½ hr after email is received

Email Enter email address to auto respond to

From: The name(s) that the email is from

Subject: What the email subject line says

Example: Out of the office - %subject% will reply to the email sender "Out of the office – what ever their subj line was"

Body: Enter email message you want to send

SELECT: Create / Modify

Delete Auto Responder

MAIL section of C-panel

SELECT: Auto Responders

Auto Responders Window

SELECT: DELETE for the auto responder to delete

CONFIRM: YES delete Auto Responder

SELECT: Go-Back to return to auto responder window

Else: Home (upper left corner)

Repeat this process for all email accounts that you wish to remove auto responders.