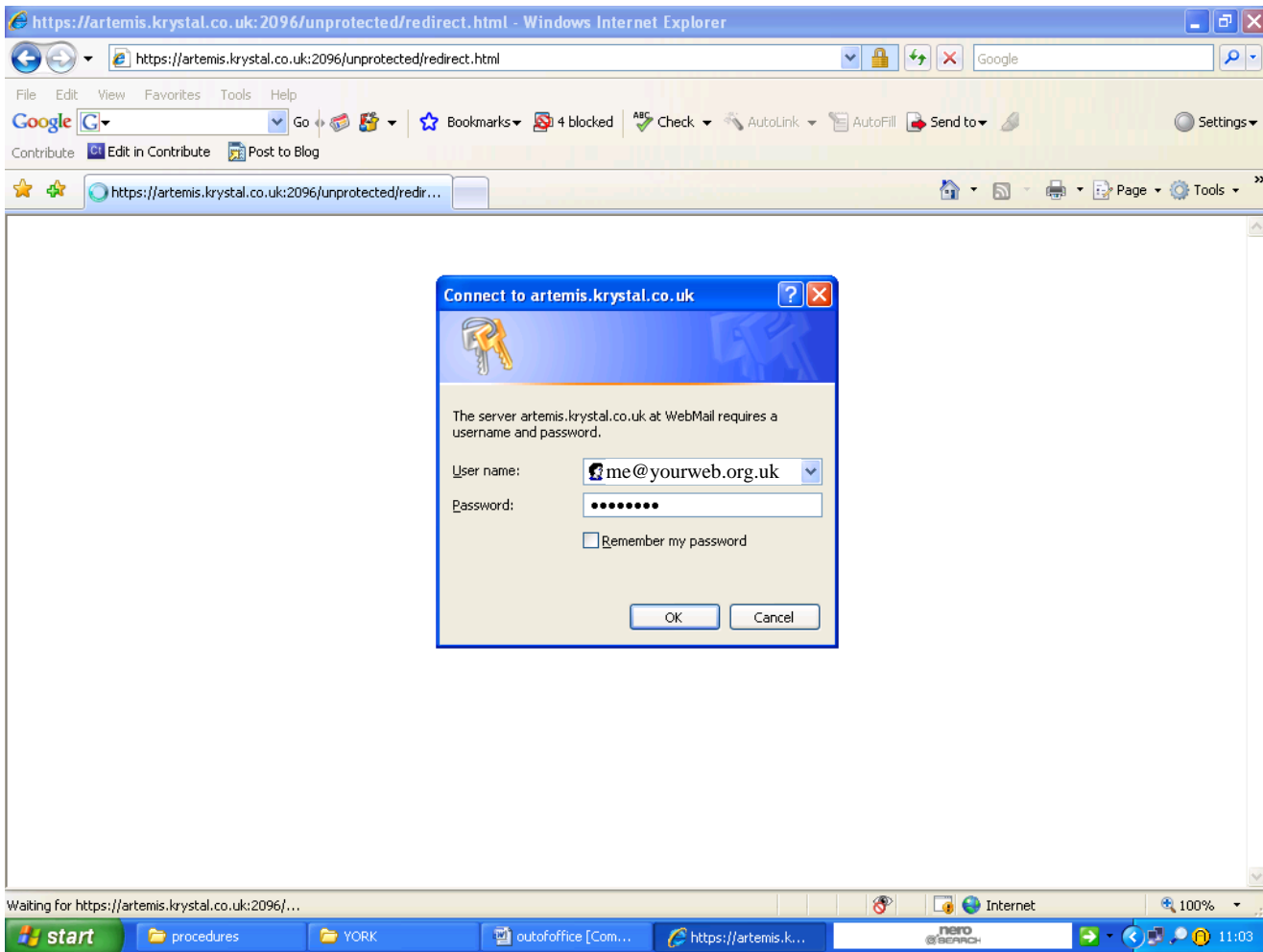


Set up an email Out of Office Auto Responder

If you are going to be absent from a workstation/computer for any length of time then it is possible to set up an automatic response to incoming e-mails letting people know you are not there (for example). This applies to users of VR web services or users who have access to webmail using CPANEL on their web servers.

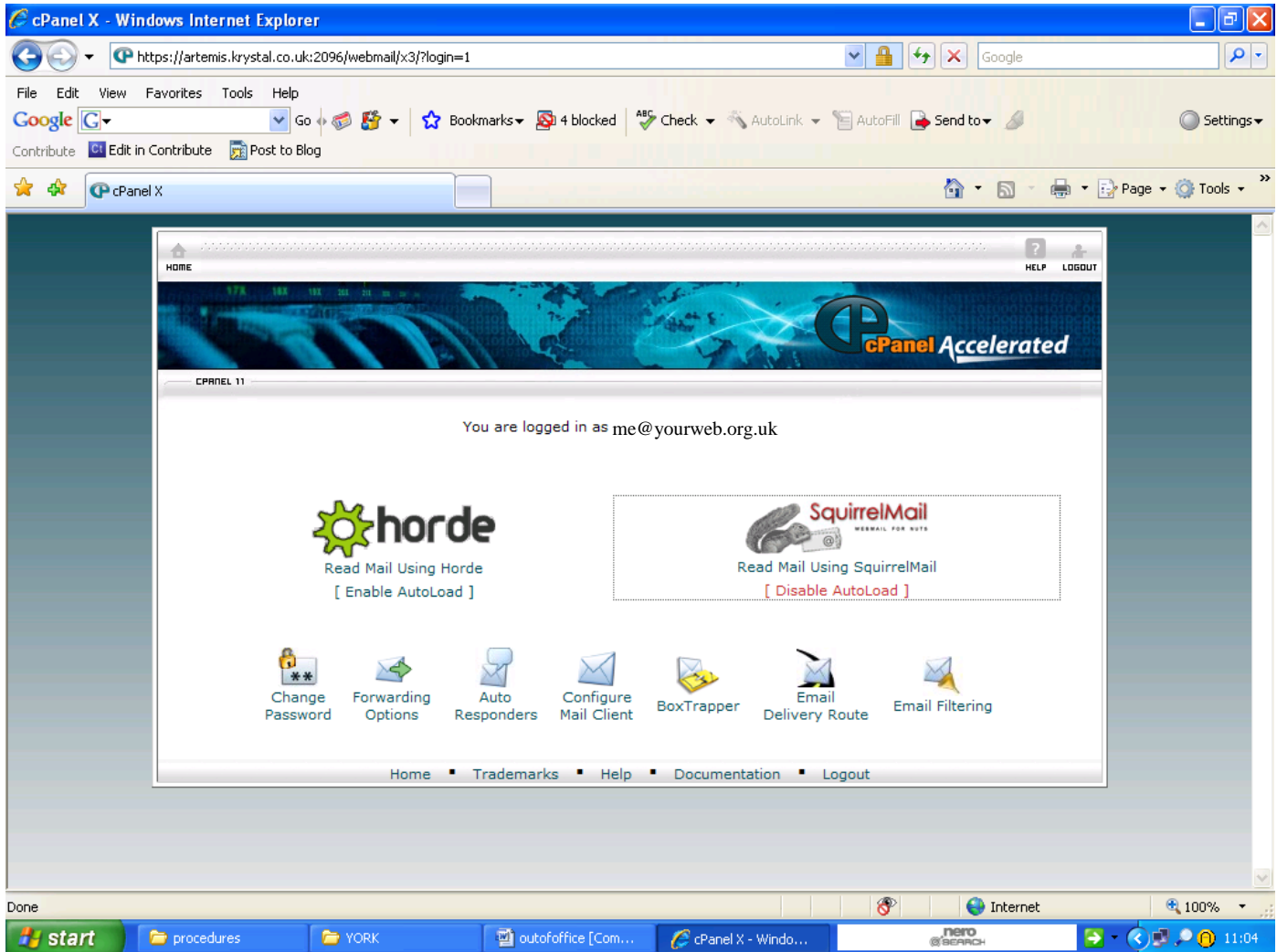
Log onto your webmail web page

[http://www."yourweb.org.uk"/webmail](http://www.)



Type in the details for your **Email Address** and your **password** in the respective boxes

This will bring you to your personal e-mail page (note this can be used to read mail from any internet connection world wide).



Choose Auto-Responders for a message to be sent to people e-mailing you while you are away.

HOME HELP LOGOUT

Auto Responders

You can use autoresponders to send a message back automatically to anyone who sends an email to a certain account. This can be useful for times when you are on vacation or unavailable, or if you have a generic message that you wish to send for a support email address.

Video Tutorial

Add Auto-responder

Search Go

Current Auto Responders

EMAIL	SUBJECT	FUNCTIONS
There are no autoresponders setup on this domain.		

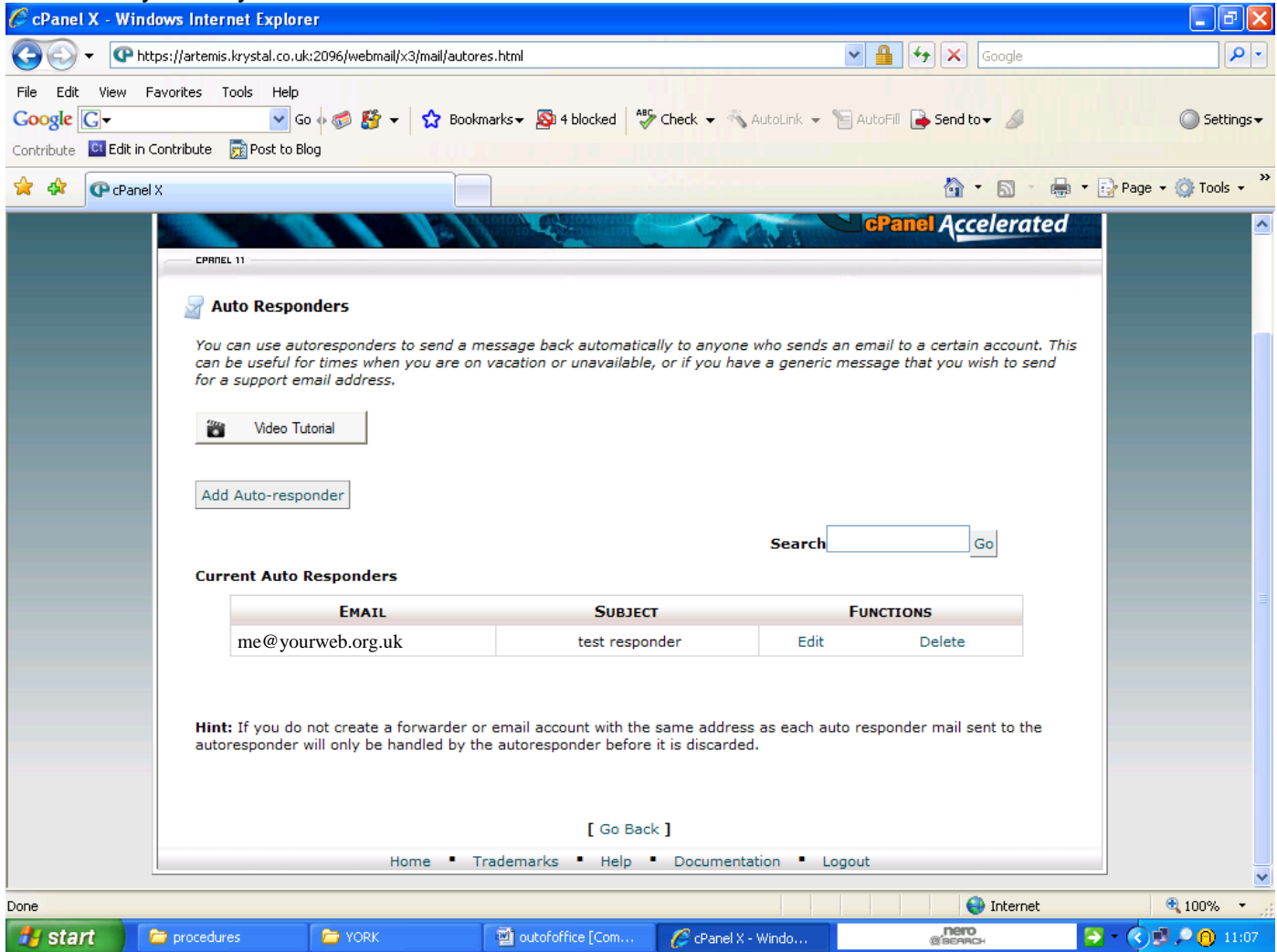
Hint: If you do not create a forwarder or email account with the same address as each auto responder mail sent to the autoresponder will only be handled by the autoresponder before it is discarded.

Done

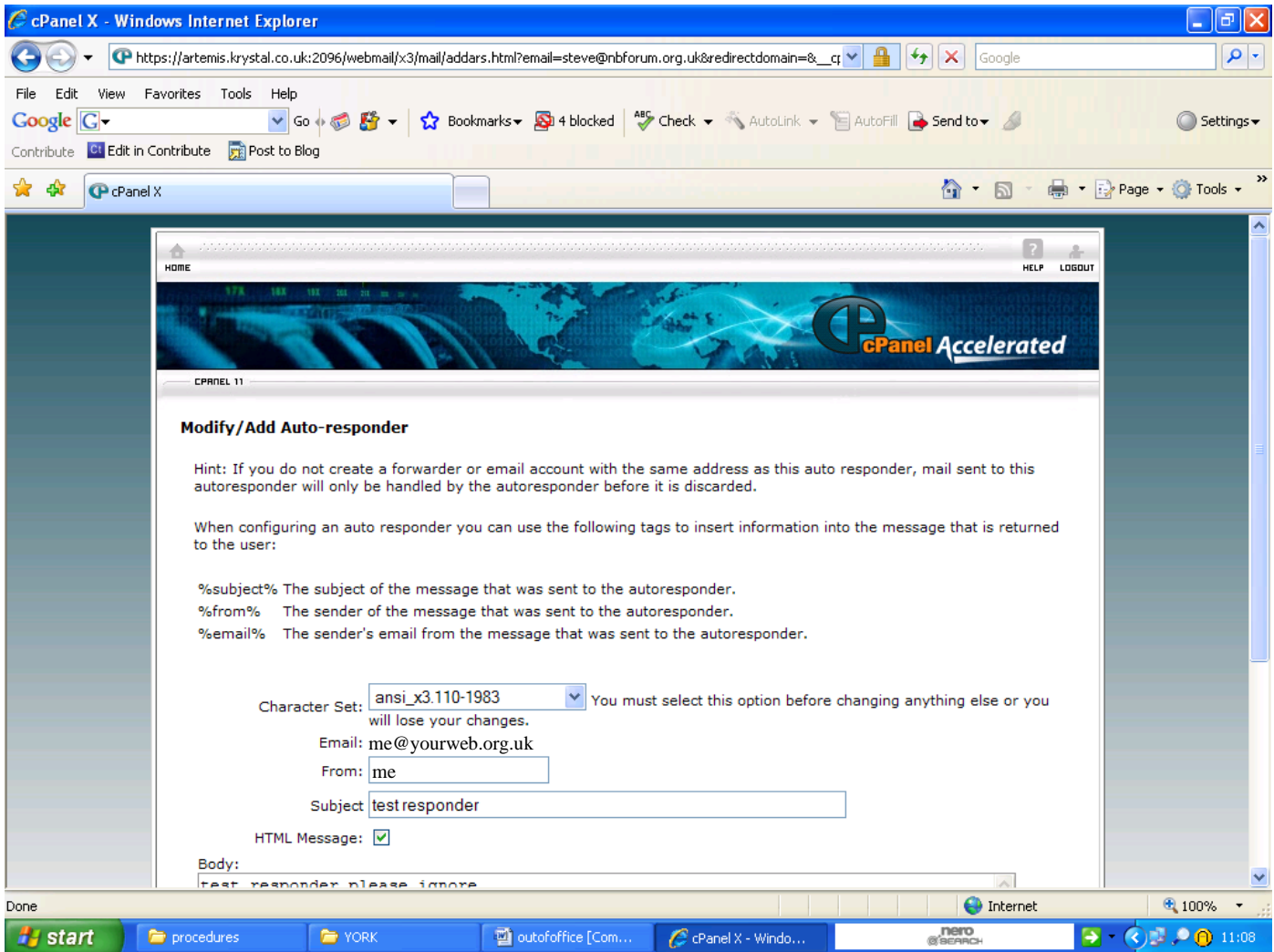
start | procedures | YORK | outofoffice [Com... | cPanel X - Windo... | nero @SEARCH | Internet | 100% | 11:05

You may see this message if you have never set up an Auto responder on this account before. Click on “add Auto-Responder” button

Otherwise you may see this



Choose edit and continue.



You will need to fill in the from, subject and text boxes and then tick the HTML Message box to activate the responder.

Press the “Create Modify” button to finish the process.

When you want to remove the responder it is the same process but you just need to **untick** the HTML message box and press the “Create Modify” button to finish the process.