

# How Setup Email Auto-Responder

An automatic message to the viewer for when you are out of the office.

## 1 Sign to your account - ie:

solanobar.org/webmail

User ID: \_\_\_\_\_

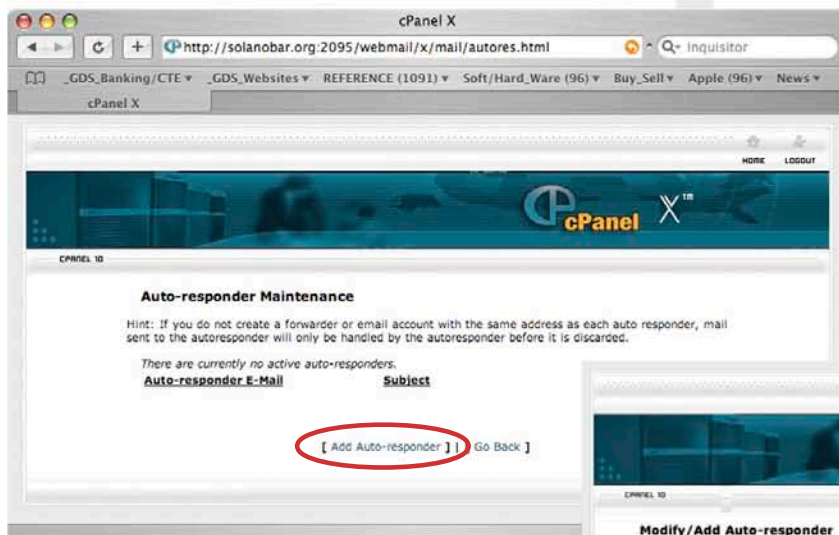
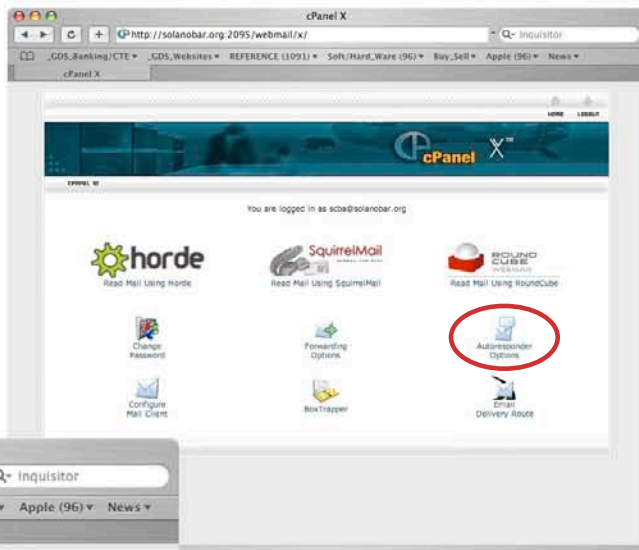
Password: \_\_\_\_\_

## 2 Following window will appear →

- Click on **Autoresponder Options**

## 3 Below window will appear

- Then click on **Add Auto-responder**



## 4 Following window will open →

Fill out info:

4.1 From: Your Name

4.2 Subject: Reason

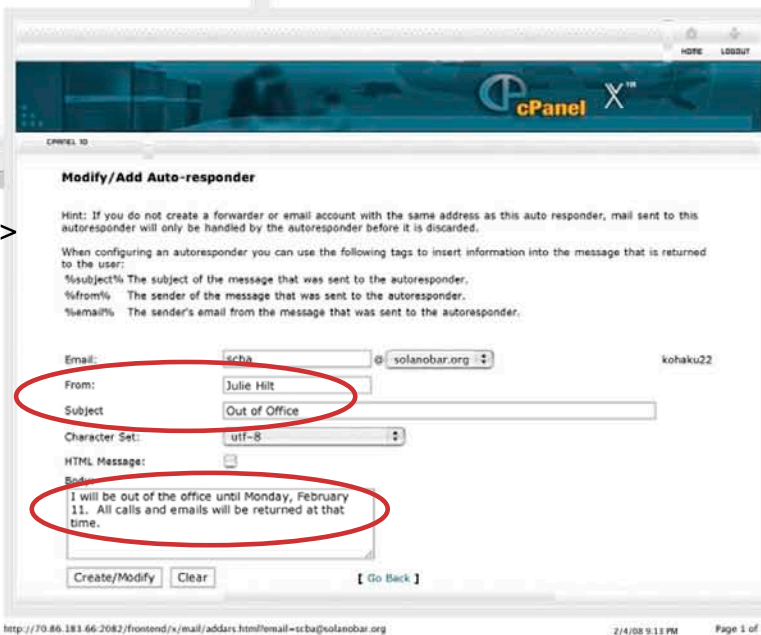
4.3 Body: Your message

- For hint and tag info see next page.

4.4 Click **Create**

4.5 Test - Send an email

Example response email below:



From: "Julie Hilt" <scba@solanobar.org>  
Subject: **Out of Office**  
Date: February 4, 2008 9:10:20 PM PST  
To: Garson Design Services <mail@garsondesign.com>

I will be out of the office until Monday, February 11.  
All calls and emails will be returned at that time.

## 5 Back from Vacation...

5.1 Click **Delete**

