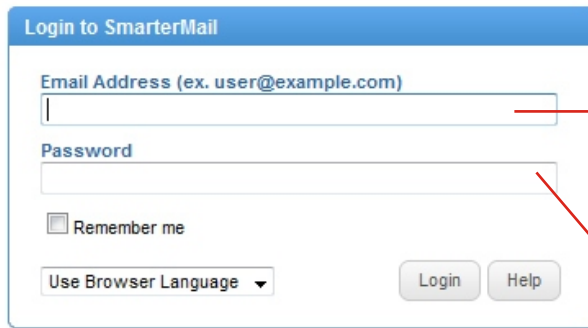


Auto-Responder - Out of Office, Vacation response

You can set up auto-responders to automatically send a pre-written response when an email message is received. They are commonly used to notify senders that the recipient is out of the office or on vacation.

First go to <http://mail.yourdomainname.ext> - *Note: Do not type in the www*

The **SmarterMail** login screen will appear



Login to SmarterMail

Email Address (ex. user@example.com)

Password

Remember me

Use Browser Language ▼

Login Help

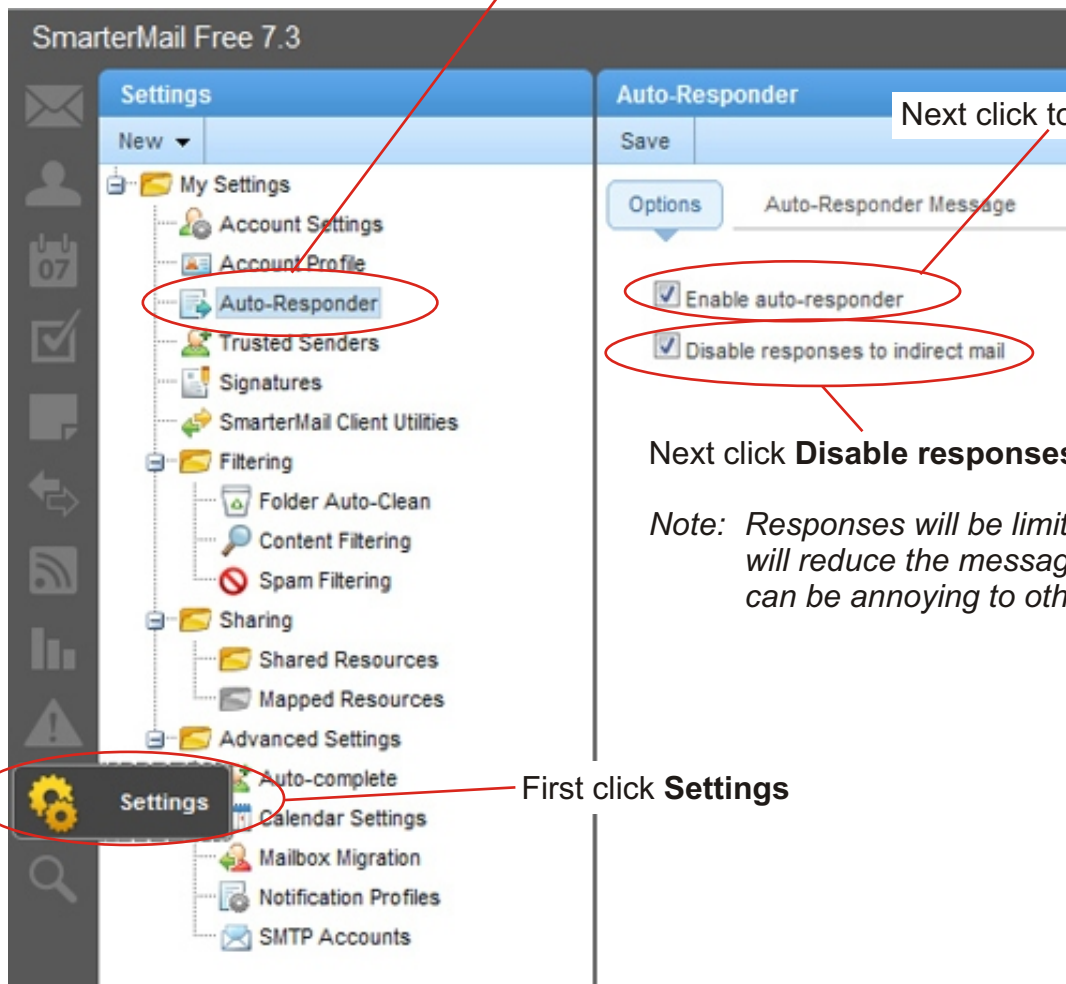
Type in the **User Name** that the Auto-Responder is for

Note: Full email address is not required

Enter User's **Password**

Enable Auto-Responder

Next click **Auto-Responder**



SmarterMail Free 7.3

Settings

- My Settings
 - Account Settings
 - Account Profile
 - Auto-Responder**
 - Trusted Senders
 - Signatures
- SmarterMail Client Utilities
- Filtering
 - Folder Auto-Clean
 - Content Filtering
 - Spam Filtering
- Sharing
 - Shared Resources
 - Mapped Resources
- Advanced Settings
 - Auto-complete
 - Calendar Settings
 - Mailbox Migration
 - Notification Profiles
 - SMTP Accounts

Auto-Responder

Save

Options Auto-Responder Message

- Enable auto-responder
- Disable responses to indirect mail

Next click to **Enable auto-responder**

Next click **Disable responses to indirect mail**

Note: Responses will be limited to Direct Mail only. This will reduce the messages to group lists which can be annoying to other members of the list.

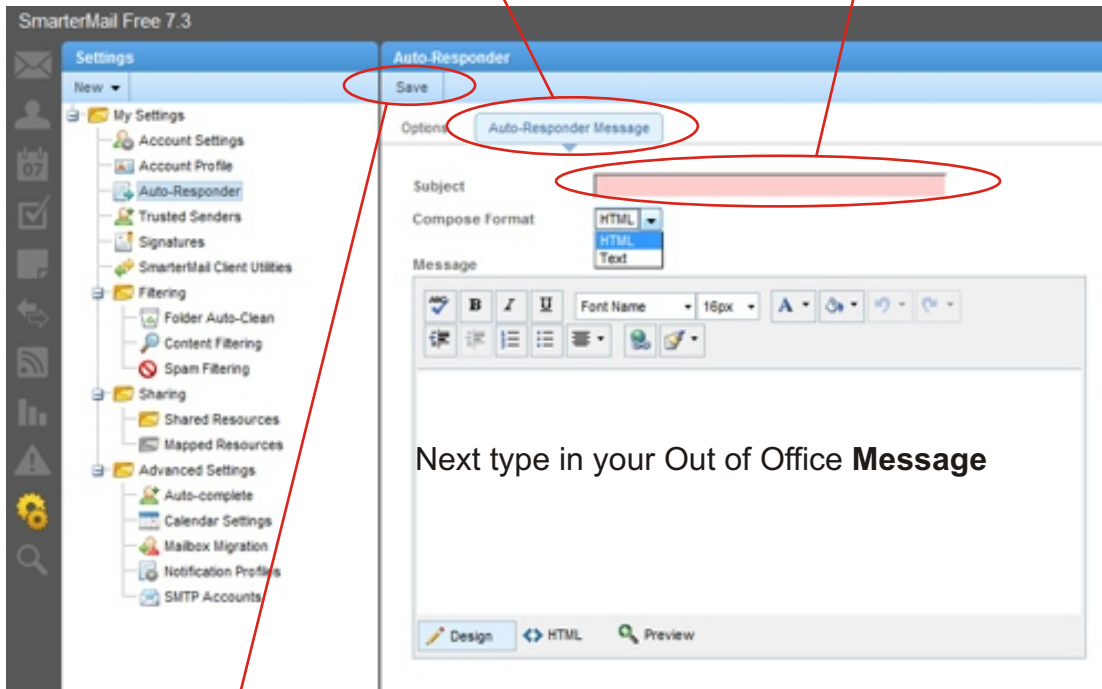
First click **Settings**

Next click on the **Auto-Responder Message** tab

Next enter the **Subject** of the message you wish to send

Note: If the Auto-Responder Message is not available, Auto-Responder is not enabled

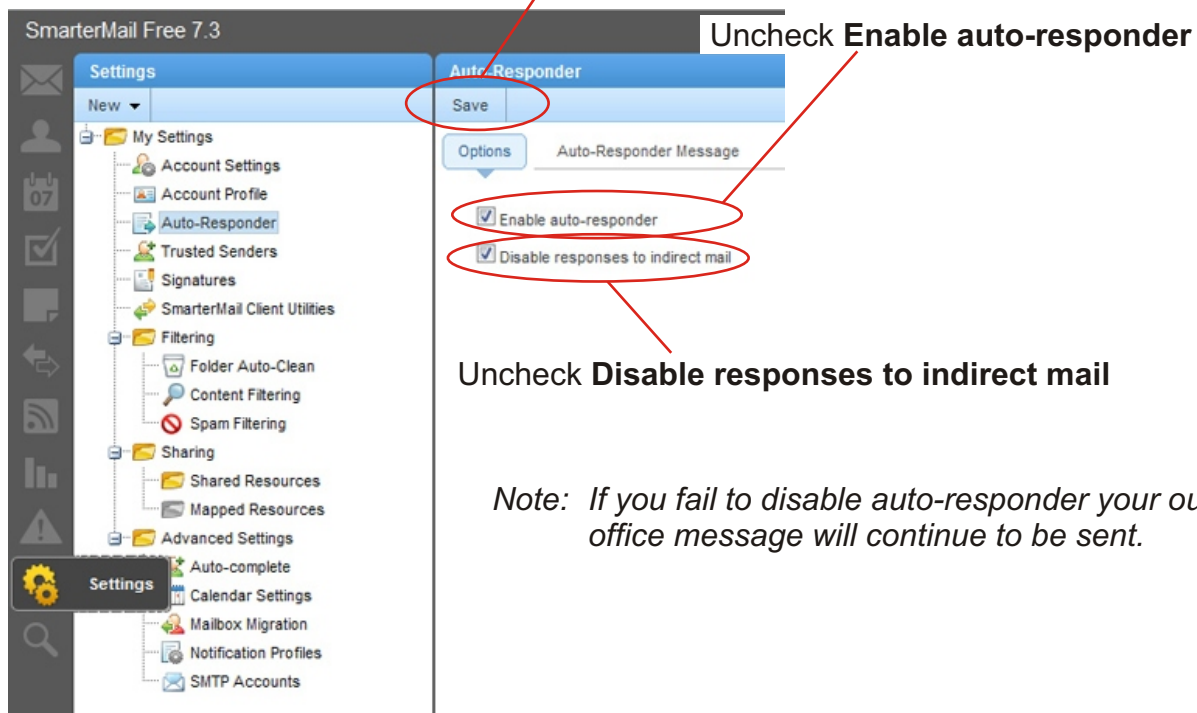
Example: John Smith is out of the office until X



Click **Save** to save your auto-responder message

Disable Auto-Responder

Click **Save** to disable auto-responder



Uncheck **Disable responses to indirect mail**

Note: If you fail to disable auto-responder your out of office message will continue to be sent.