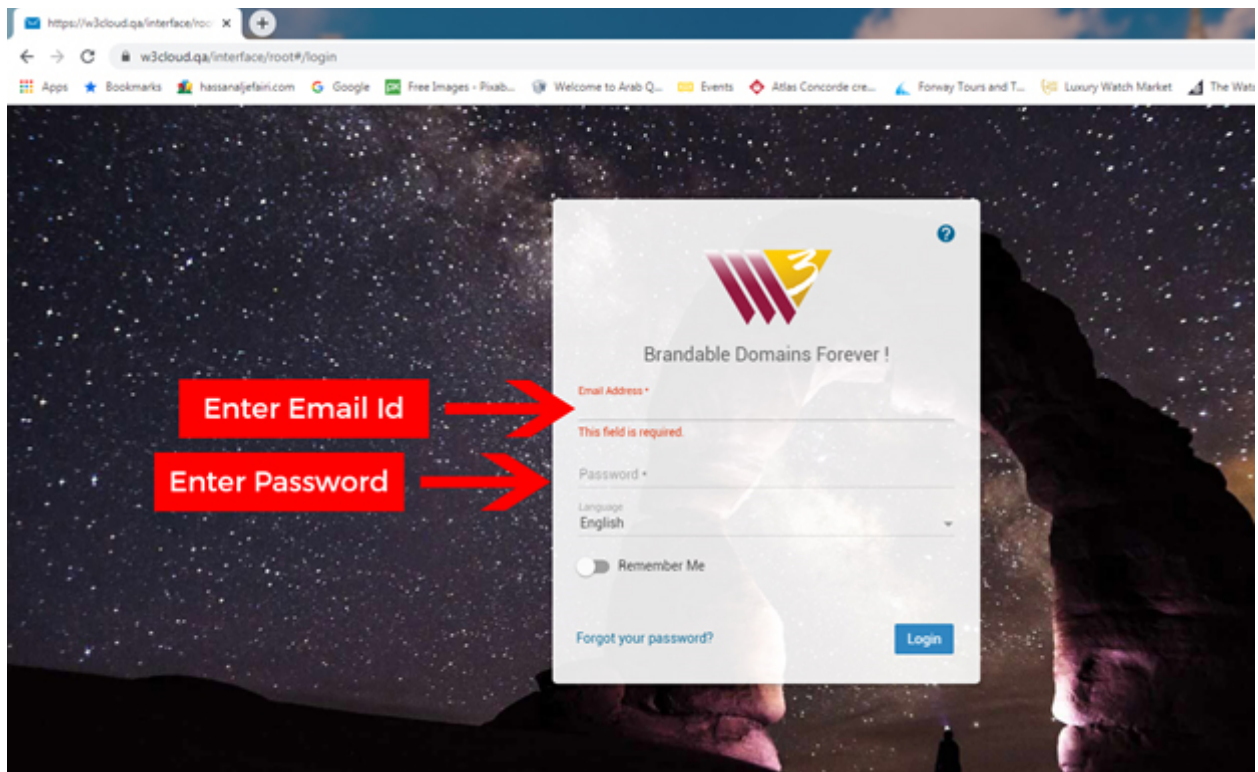


HOW TO SET AUTORESPONDER

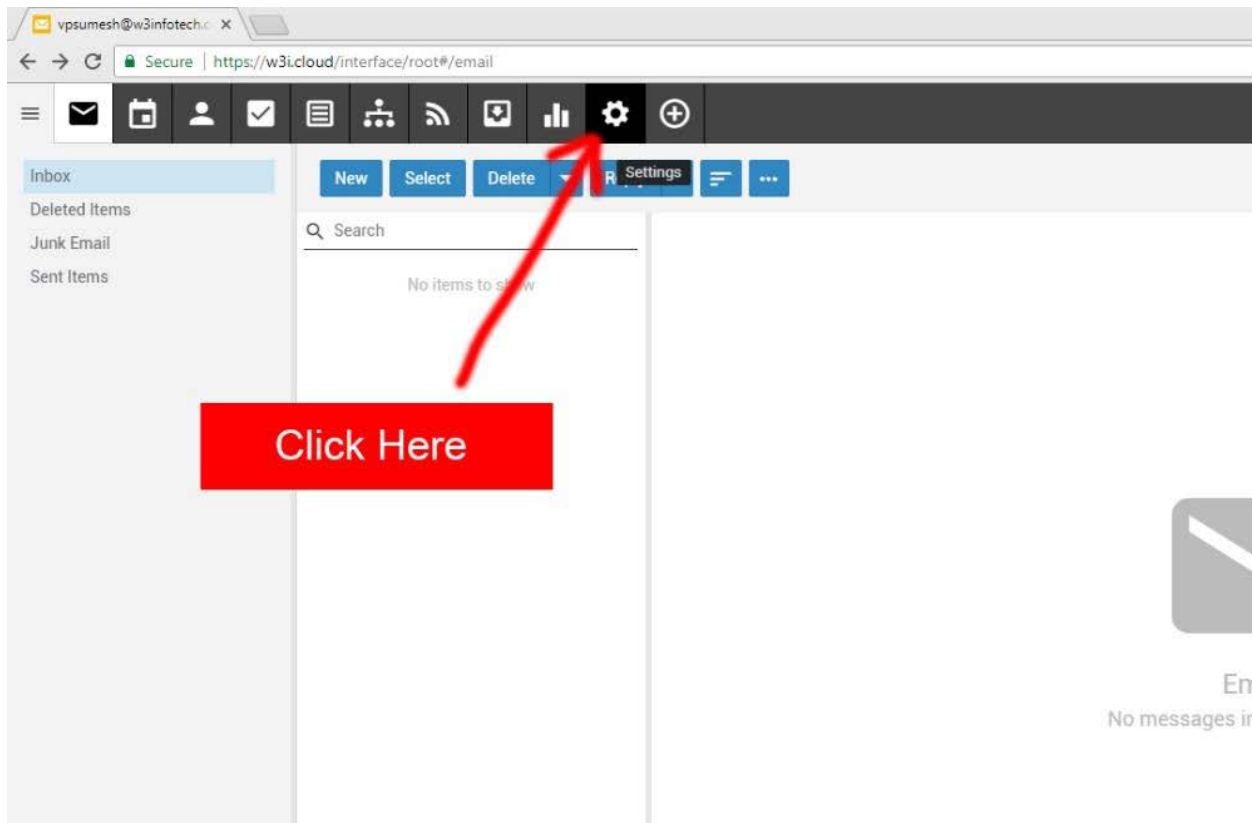
STEP 1

Use this link to open browser www.w3cloud.qa



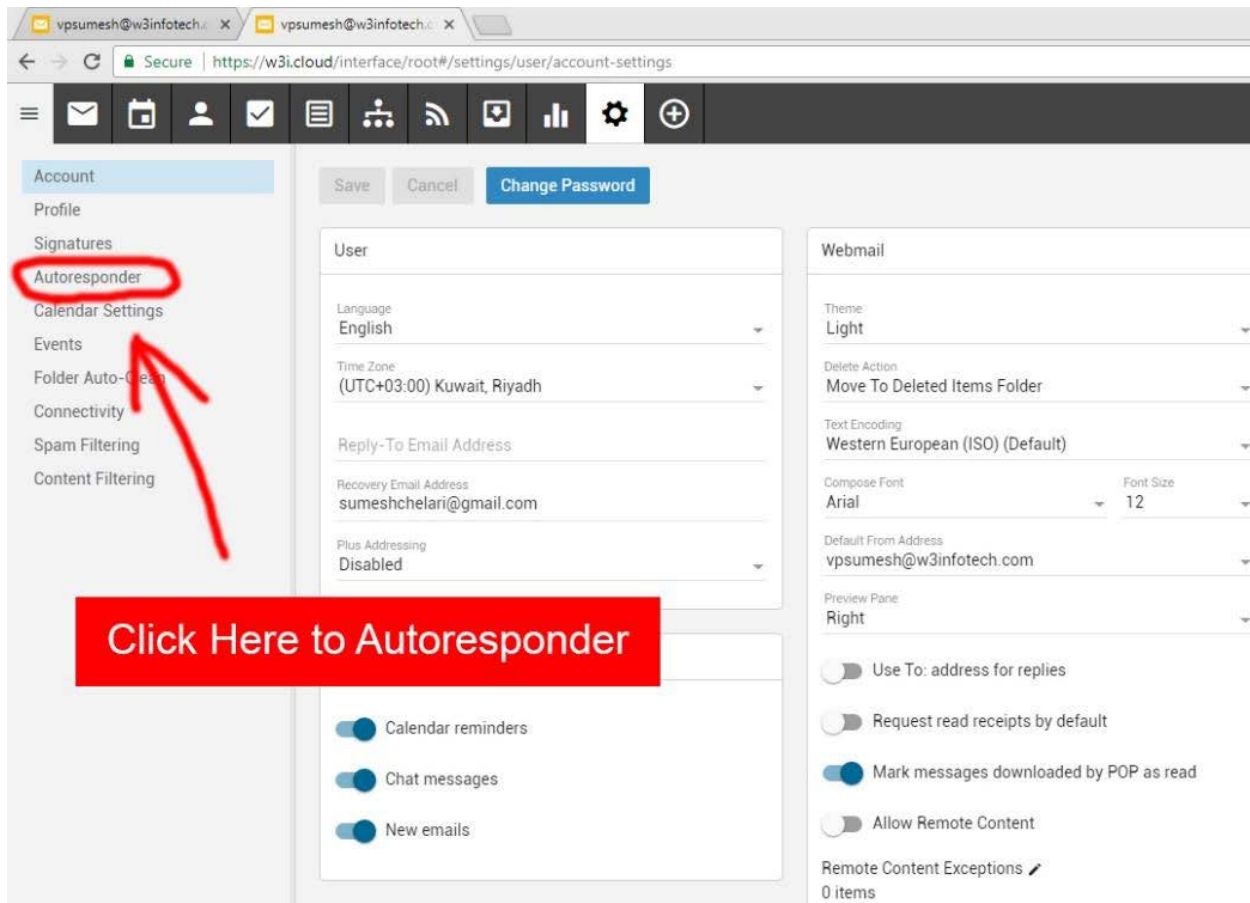
STEP 2

After LOGIN Interface click on *settings* tab



STEP 3

Click on leftmost pane tab **Autoresponder** as shown below

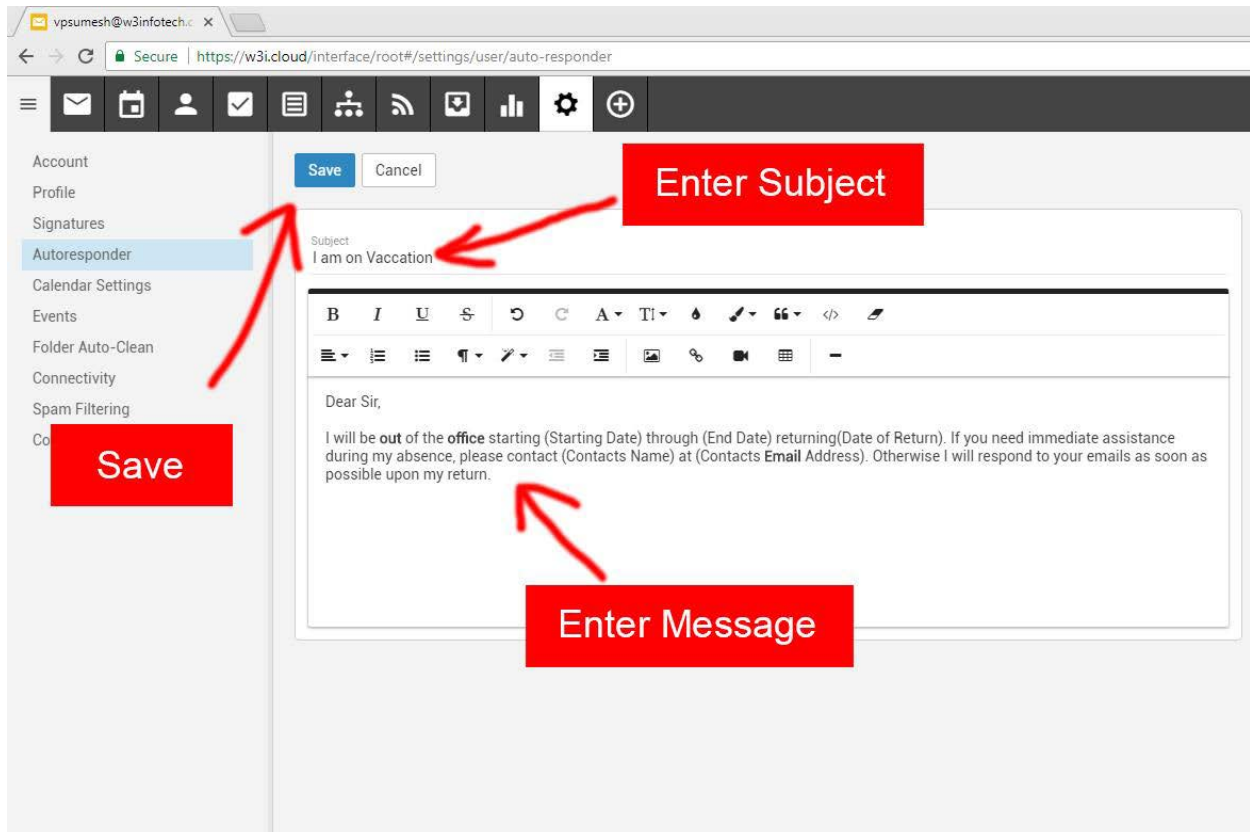


The screenshot shows the webmail settings page for 'vpsumesh@w3infotech.com'. The left sidebar contains the following menu items: Account, Profile, Signatures, **Autoresponder** (circled in red), Calendar Settings, Events, Folder Auto-Clean, Connectivity, Spam Filtering, and Content Filtering. A red arrow points from a red box with the text "Click Here to Autoresponder" to the "Autoresponder" tab. The main content area shows settings for the 'User' and 'Webmail' sections. The 'User' section includes Language (English), Time Zone (UTC+03:00 Kuwait, Riyadh), Reply-To Email Address, Recovery Email Address (sumeshchelari@gmail.com), and Plus Addressing (Disabled). The 'Webmail' section includes Theme (Light), Delete Action (Move To Deleted Items Folder), Text Encoding (Western European (ISO) (Default)), Compose Font (Arial) and Font Size (12), Default From Address (vpsumesh@w3infotech.com), and Preview Pane (Right). There are also several toggle switches for 'Use To: address for replies', 'Request read receipts by default', 'Mark messages downloaded by POP as read', and 'Allow Remote Content'. A 'Remote Content Exceptions' section shows 0 items.

STEP 4

Enter a **Subject** for AUTO message and TYPE a **message**









Click **Save**



Account
Profile
Signatures
Autoresponder
Calendar Settings
Events
Folder Auto-Clean
Connectivity
Spam Filtering
Co

Save Cancel

Subject
I am on Vaccation

B I U    A T     

Dear Sir,

I will be **out of the office** starting (Starting Date) through (End Date) returning(Date of Return). If you need immediate assistance during my absence, please contact (Contacts Name) at (Contacts Email Address). Otherwise I will respond to your emails as soon as possible upon my return.

Save

Enter Subject

Enter Message

