

How To Set Up An Autoresponder In CHI

Autoresponders are used to automatically respond to an email that has been sent to the corresponding email address. Autoresponders are very useful for people who are going away for a long period of time and will not be able to answer emails.

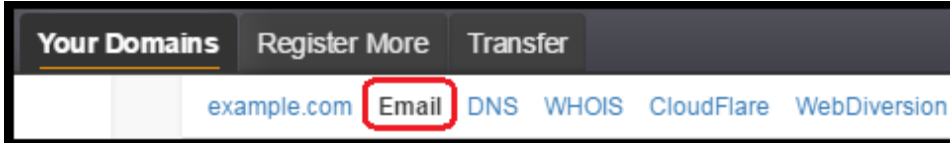
An autoresponder can be set up to respond to incoming emails with any message specified by the user. For example, if an email is sent to name@domain.com and an autoresponder is in place, the sender would immediately get an email back with a customized message letting them know that they are out of town or away for the holiday weekend. All of your emails will still be waiting for you when you are available to check them.

Step One: Log Into WebMail via CHI

1. Navigate to chi.uk2.net
2. Enter your username and password
3. Click on the "Domains" tab



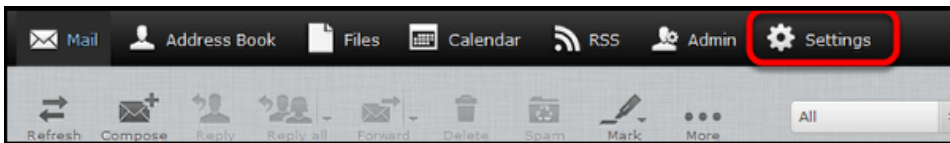
1. Click on the domain for which you wish to create an autoresponder
2. Click the "Email" tab at the top of the window



3. Click "Log in to WebMail" next to the email for which you want to enable an autoresponder
4. You can also login to webmail directly by going to chimapil.uk2.net

Step 2: Navigate To The WebMail Settings

1. Click on "Settings" within WebMail



2. Click "Autoresponders"

Step 3: Enter The Information For Your Auto Response

1. Check the box next to "Enabled"
2. Choose an end date for your autoresponder
3. Write the message you would like to appear in your autoresponder email

Autoresponder

Change Autoresponder

Enabled

Interval

End Date

Autoresponse Text

Thanks for your message. I'm out of the office until July 3. If this is an urgent matter, please contact Spencer Gibbons at 416-555-1212.

Thanks!

4. Click "Save"

You have now created an autoresponder for your email account. If you have questions about this process, or anything else, please contact the **UK2** support staff by opening a chat or creating a ticket within your CHI account.