Set Up Auto Respond in Webmail

STEP 1: Go to:
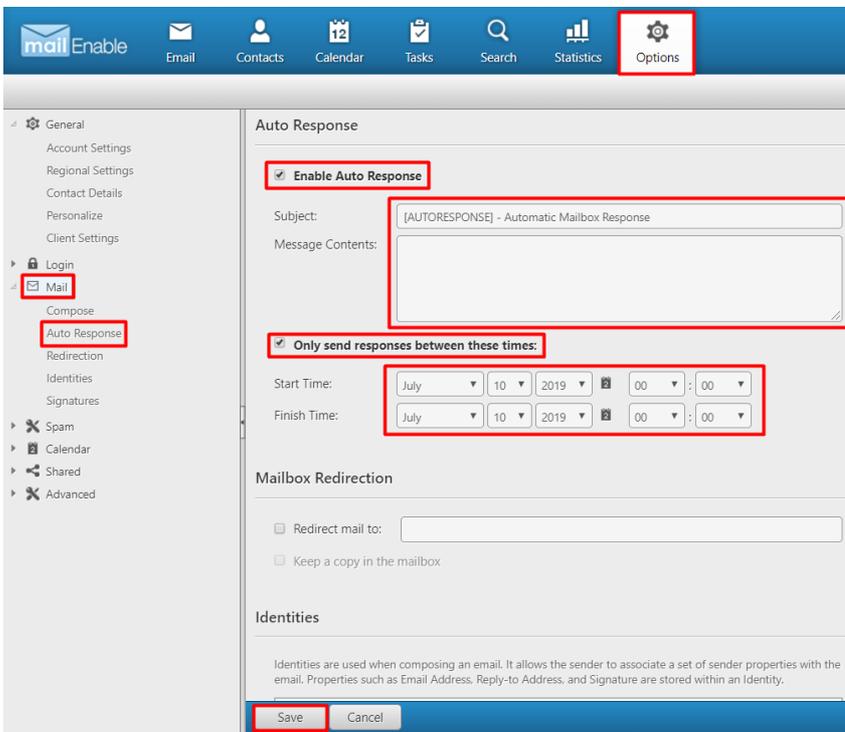https://webmail.nurseryweb.co.uk/

STEP 2: Type in the full email address and the password.

Username: info@example.co.uk; Password: ***

And click on **[Login]** button.

STEP 3: Go to mailEnable menu select [**OPTIONS] ->** click **[MAIL] ->** click **[AUTO RESPONSE].**

STEP 4: tick **[Enable Auto Response] to ->** insert the **[Subject] -> insert the [Message Contents]**

STEP 5: tick **[only send responses between the times:]** to set the time to send out the auto response email -> insert both **[Start Time] and [Finish Time] ->** click **[Save].**

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