## Set Up Auto Respond in Webmail

	Username			
mail Ena	Password			
-	Language:		Skin:	
	English	¥	Pacific	•
3	🔲 Remember my s	ettings for this	computer	
	and and		Login	Reset

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mail Enable Email c	▶ 12 🗳 Q 11 🔯 ontacts Calendar Tasks Search Statistics Options
<ul> <li>General Account Settings Regional Settings Contact Details Personalize Client Settings</li> <li>Client Settings</li> </ul>	Auto Response
<ul> <li>I Legin</li> <li>Mail</li> <li>Compose</li> <li>Auto Response</li> <li>Redirection</li> <li>Identities</li> <li>Signatures</li> <li>X Spam</li> <li>I Calendar</li> <li>✓ Shared</li> </ul>	✓ Only send responses between these times:          Start Time:       July       10       2019       10       00       • : 00       •         Finish Time:       July       • 10       • 2019       • 10       • 00       • : 00       •         Mailbox Redirection
• X Advanced	Redirect mail to:      Keep a copy in the mailbox      Identities      Identities      Identities are used when composing an email. It allows the sender to associate a set of sender properties with the email. Properties such as Email Address. Reply-to Address, and Signature are stored within an Identity.      Save Cancel

## **STEP 1:** Go to: <u>https://webmail.nurseryweb.co.uk/</u>

**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].

