

# Using an Autoresponder

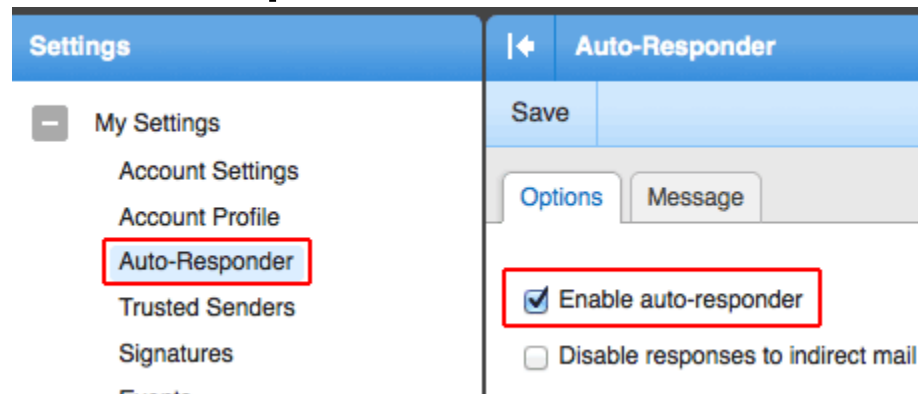
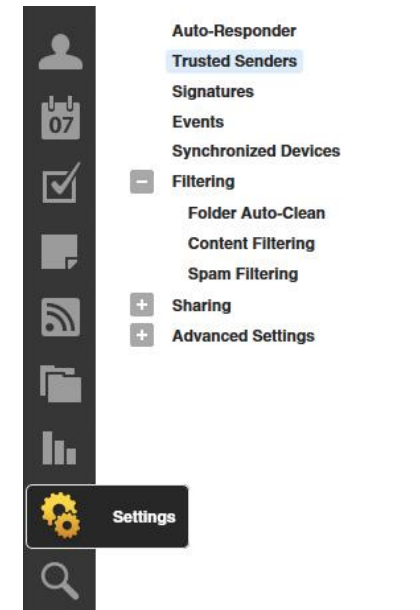
Create an “Out of Office Message”



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# Enable Auto Responder

- ▶ Click Settings (gear icon)
- ▶ In the middle pane, click Auto-Responder
- ▶ In the right pane, Check the Enable auto-responder box.



# Creating Your Message

- ▶ Click the Message tab.
- ▶ Enter a Subject.
- ▶ Enter a Message.
- ▶ Click Save

The screenshot shows the 'Create Message' dialog box in an email client. The 'Options' tab is selected, and the 'Message' sub-tab is active, indicated by a red box and the number '1'. The 'Subject' field contains 'Out of the office', highlighted with a red box and the number '2'. The 'Compose Format' is set to 'HTML'. The 'Start' date is '08/05/2013' at '10:58 AM', and the 'End' date is '08/11/2013' at '10:58 AM'. A checkbox labeled 'Enable active date range' is checked, highlighted with a red box and the number '3'. The 'Message' field contains the text 'I will be out of the office 8/5/13 to 8/11/13', highlighted with a red box and the number '4'. A 'Save' button is visible at the top left.

- ▶ Optional. You can enable active date range to automatically turn the autoresponder on or off. If not, it will autorespond indefinitely until you manually disable the autoresponder.