E-mail

How do I set up an auto-reply message?

You can use autoresponders to send a message back automatically to someone who sends an email to a particular account. This can be useful when you are on vacation or unavailable, or if you have a generic message that you would like to send to a support email address.

- 1. In the Control Panel, click the icon named "Auto Responders".
- 2. On the next screen, click the "Add Auto Responder" button.
- 3. Next, select the character set you want to use. The default is ansi_x3.4-1968, but if you want to use special and accented characters, it is recommended to use UTF-8.
- 4. The "Interval (hours)" field must be completed with the frequency with which the auto-responses will be sent. For immediate shipment, fill in with "0" (zero).
- 5. Next you must enter the address of the email account that the auto-reply is being configured to.
- 6. In the "From:" field you can enter a name, which will consist of the display name for who receives the auto-reply.
- 7. The "Subject:" field contains the subject of the message that will be autoanswered. If this field is not filled in, the same subject as in the original message is used as a response.
- 8. In the last field "Body" -, the body of the message to be sent must be included. This field allows the use of HTML, whose checkbox should be selected, if it is your need / desire.

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