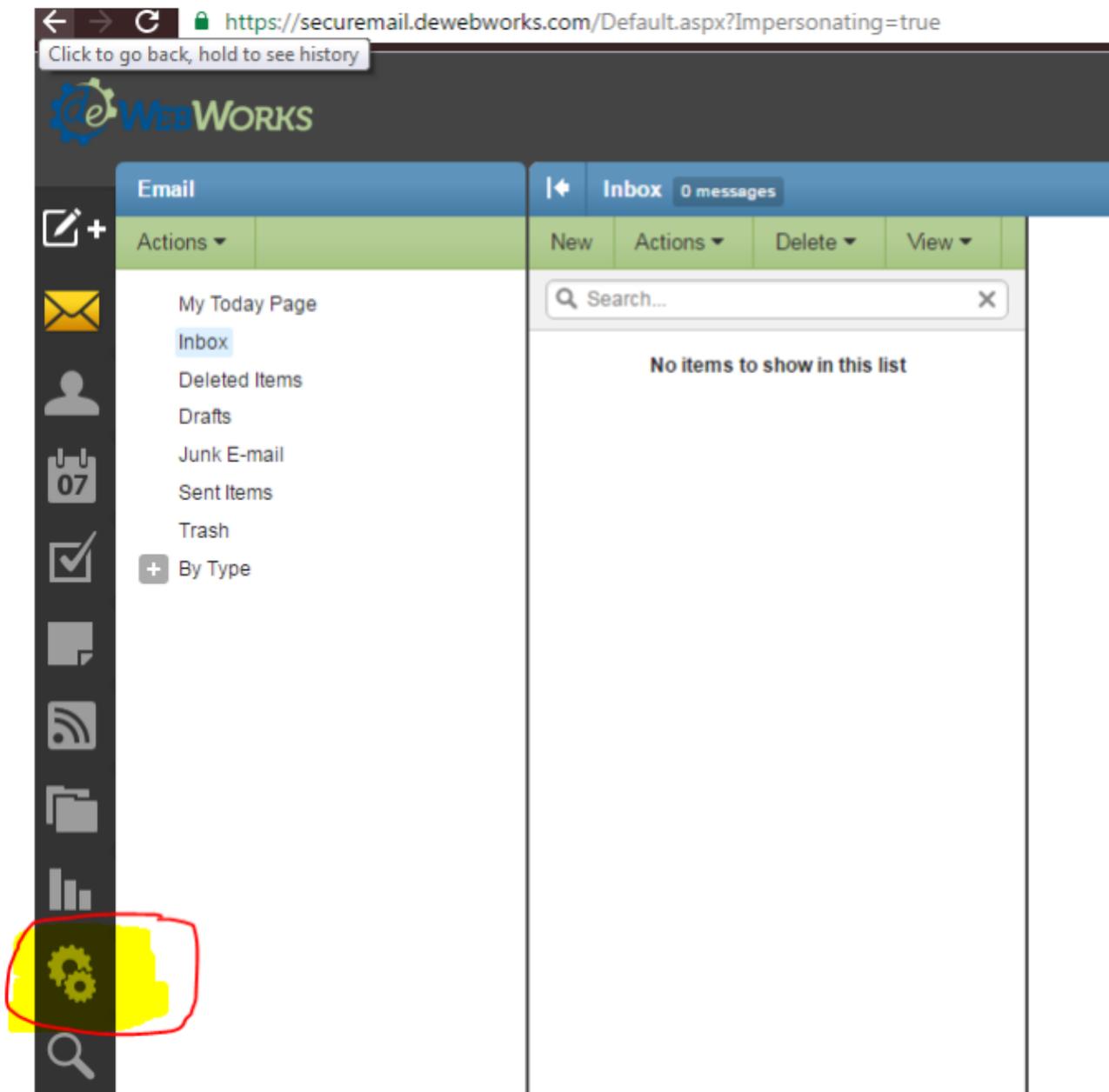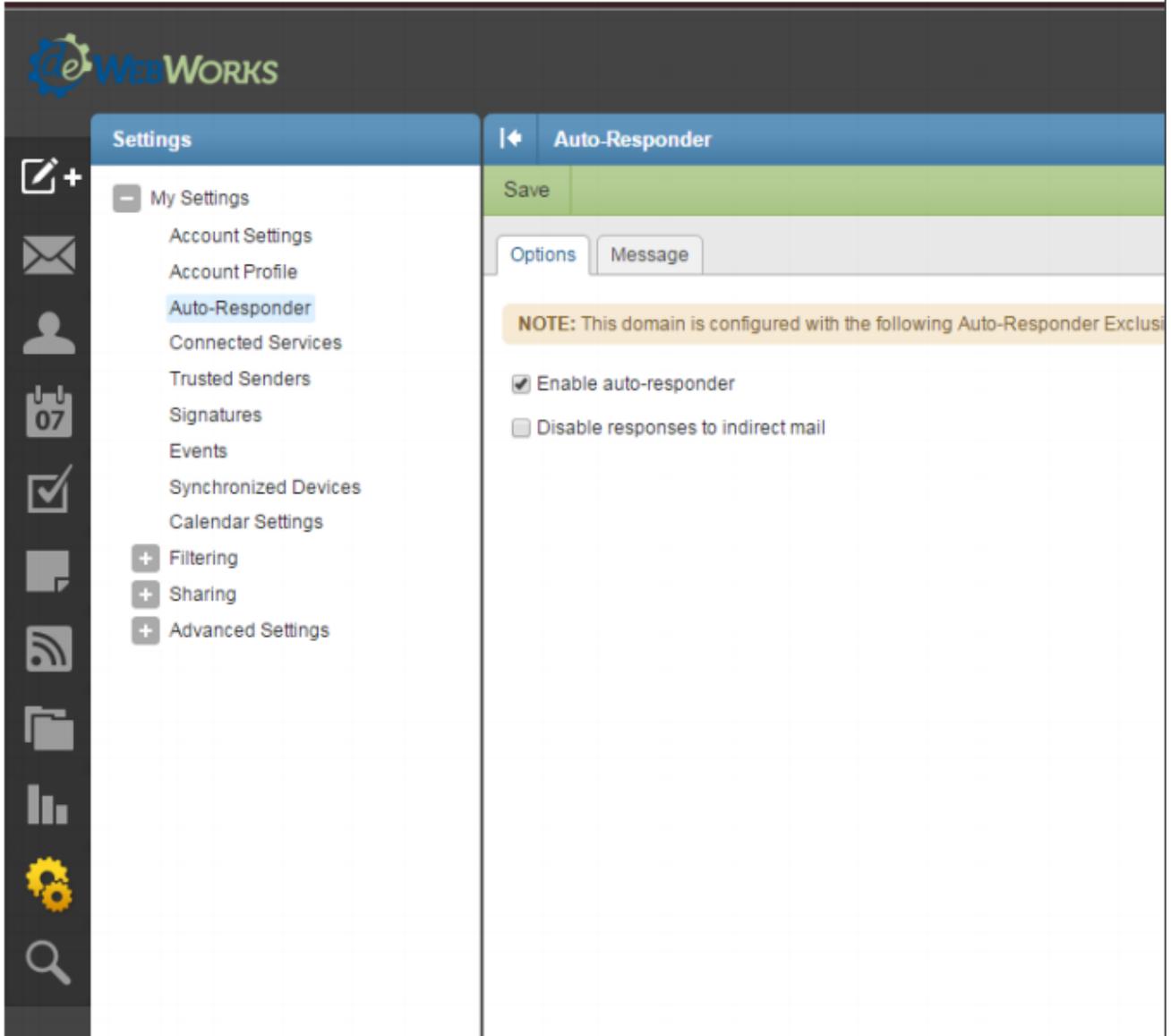1. Log into your SmarterMail dashboard from any browser by typing in securemail.dewebworks.com in your address bar.
2. Login with your email username and password.
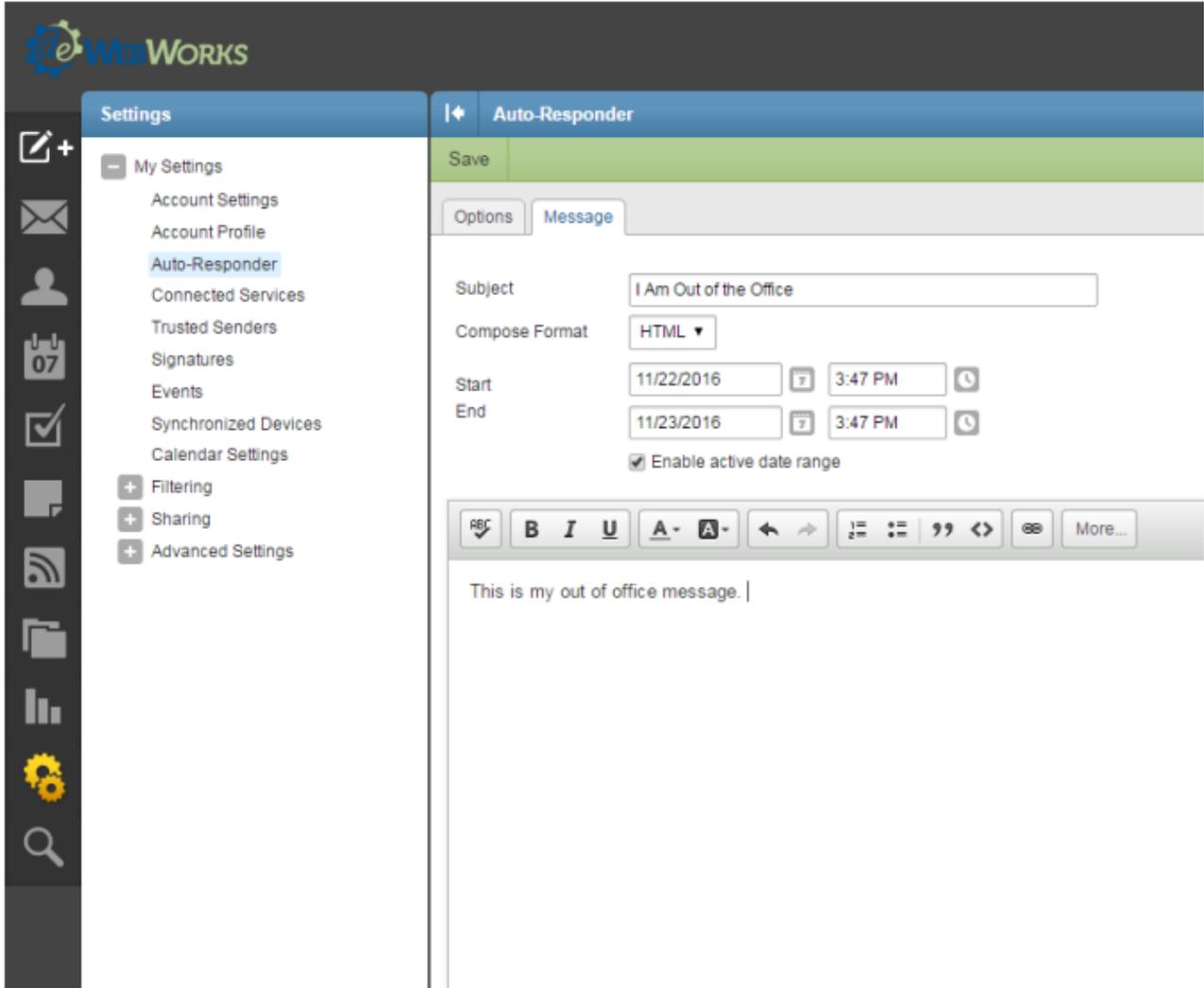3. Once logged in, navigate to the settings tab on the side navigation.

4. Select the Auto-Responder link located under the My Settings menu.
5. Click the Enable Auto-Responder checkbox. This will make the Message tab clickable.

6. Click the message tab and fill out the available fields. If you want the auto responder only active during a certain time period, set the time period under the start end dates and click the checkbox for Enable active date range.

7. Once the fields are filled out click the green Save button to activate. The away message will respond once per user; meaning if two emails are sent to you, the sender will only receive one out of office response.