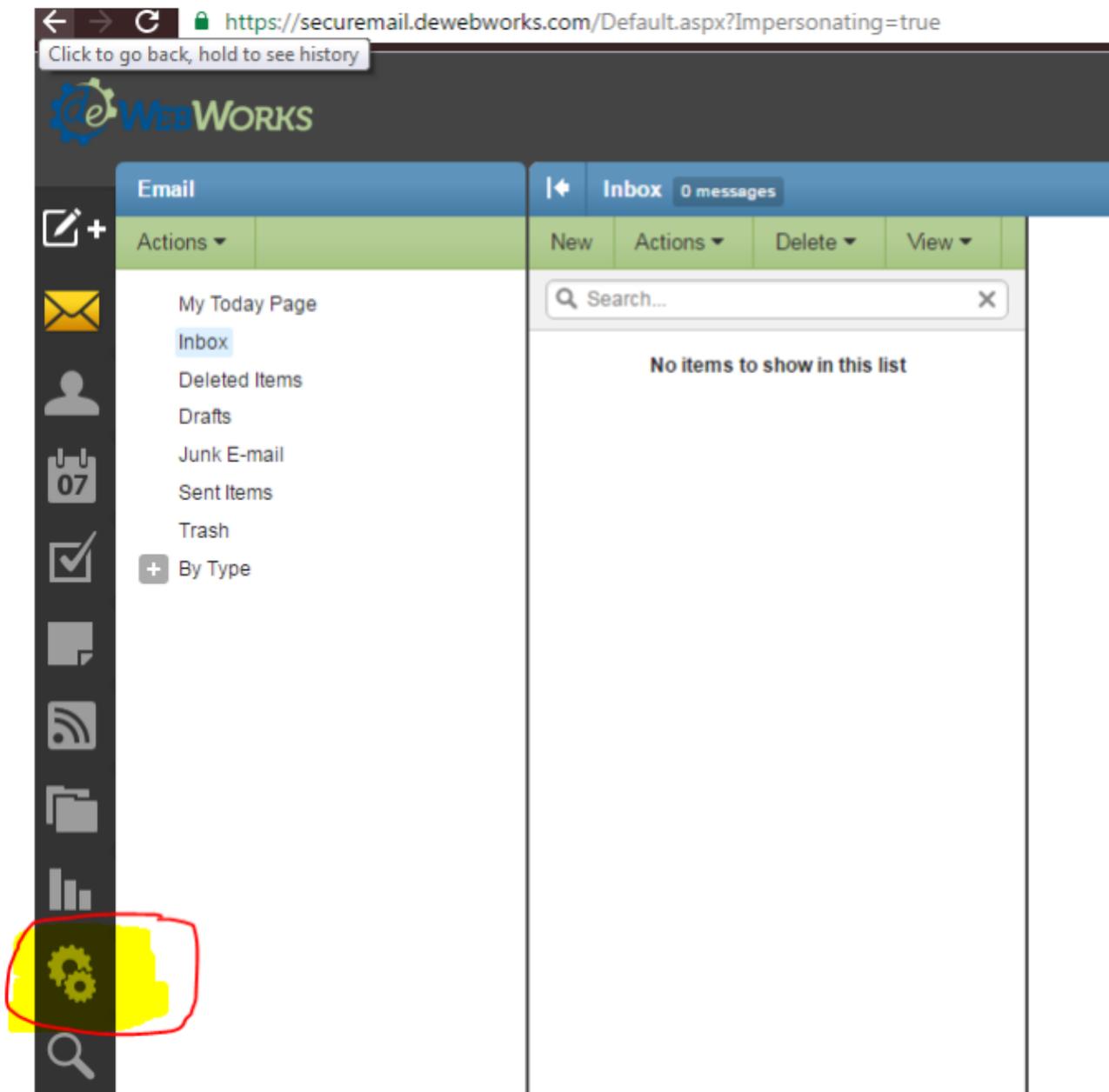


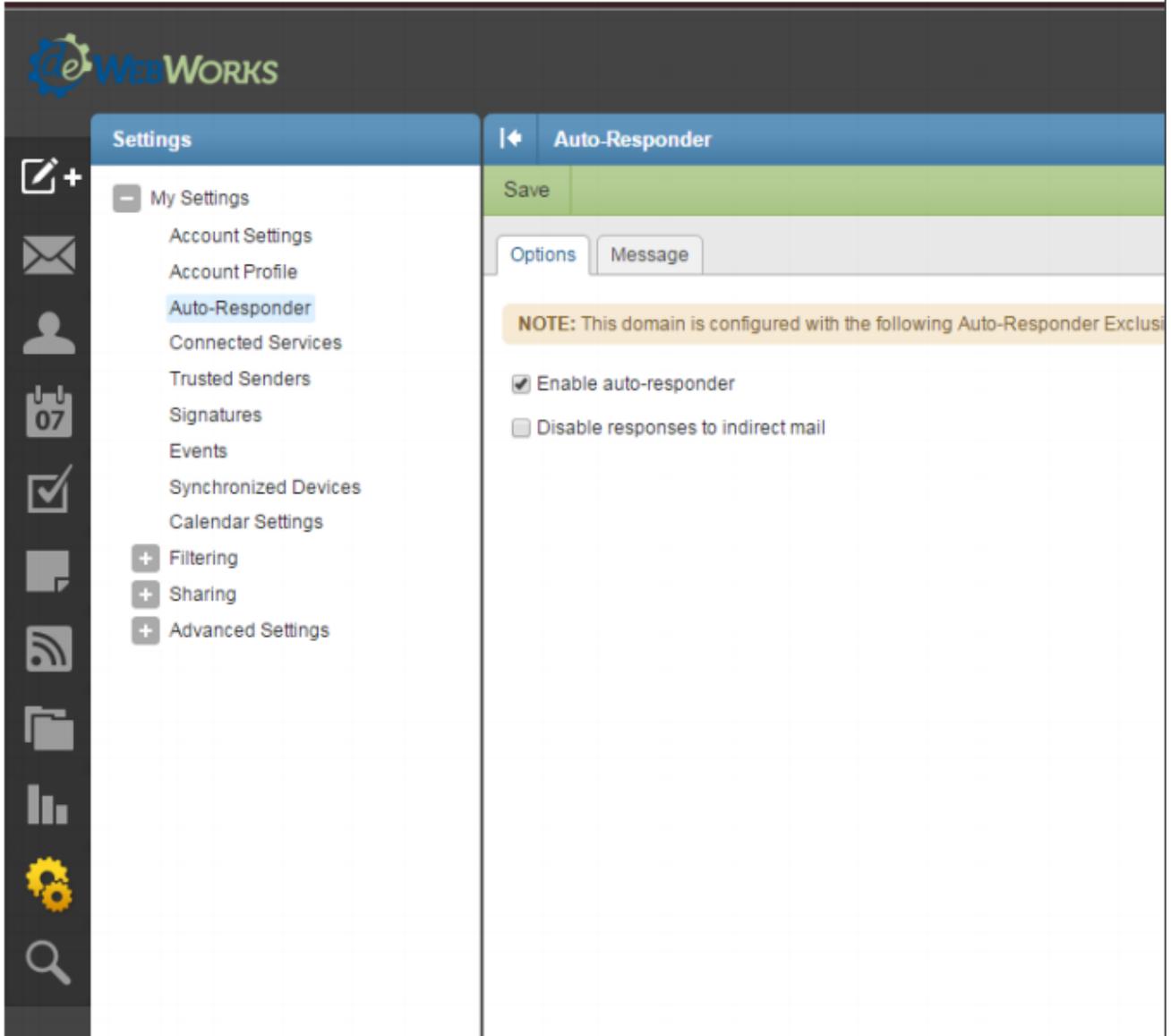
Auto-Responder Setup Guide

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.



Auto-Responder Setup Guide

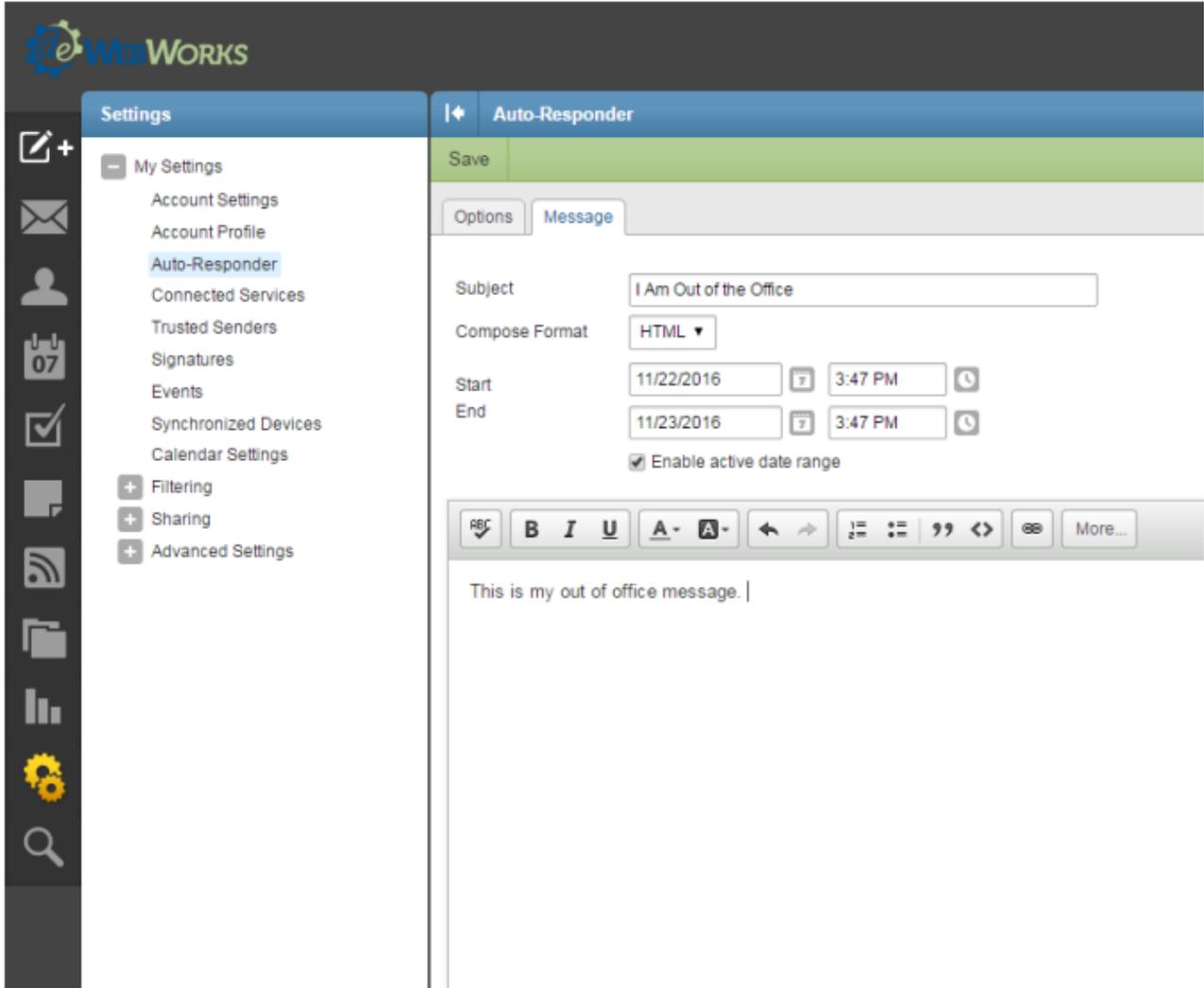
4. Select the Auto-Responder link located under the My Settings menu.
5. Click the Enable Auto-Responder checkbox. This will make the Message tab clickable.



The screenshot shows the de WEBWORKS user interface. On the left is a vertical navigation menu with icons for various functions. The 'Settings' menu is expanded, showing a list of options: My Settings (with a minus icon), Account Settings, Account Profile, Auto-Responder (highlighted with a blue bar), Connected Services, Trusted Senders, Signatures, Events, Synchronized Devices, Calendar Settings, Filtering (+), Sharing (+), and Advanced Settings (+). The main content area is titled 'Auto-Responder' and features a 'Save' button at the top. Below it are two tabs: 'Options' (active) and 'Message'. A yellow note box states: 'NOTE: This domain is configured with the following Auto-Responder Exclusions'. Underneath, there are two checkboxes: 'Enable auto-responder' (checked) and 'Disable responses to indirect mail' (unchecked).

Auto-Responder Setup Guide

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.



The screenshot shows the de WEBWORKS interface for configuring an Auto-Responder. On the left is a navigation sidebar with icons for various settings. The main area is titled 'Auto-Responder' and contains a 'Save' button at the top. Below it are two tabs: 'Options' and 'Message', with 'Message' currently selected. The 'Message' tab displays the following configuration fields:

- Subject:** I Am Out of the Office
- Compose Format:** HTML
- Start:** 11/22/2016 3:47 PM
- End:** 11/23/2016 3:47 PM
- Enable active date range

Below these fields is a rich text editor toolbar with buttons for Bold (B), Italic (I), Underline (U), Text Color (A), Background Color (A), Undo, Redo, Bulleted List, Numbered List, Quote, Unquote, and a More... button. The text area below the toolbar contains the message: "This is my out of office message. |"