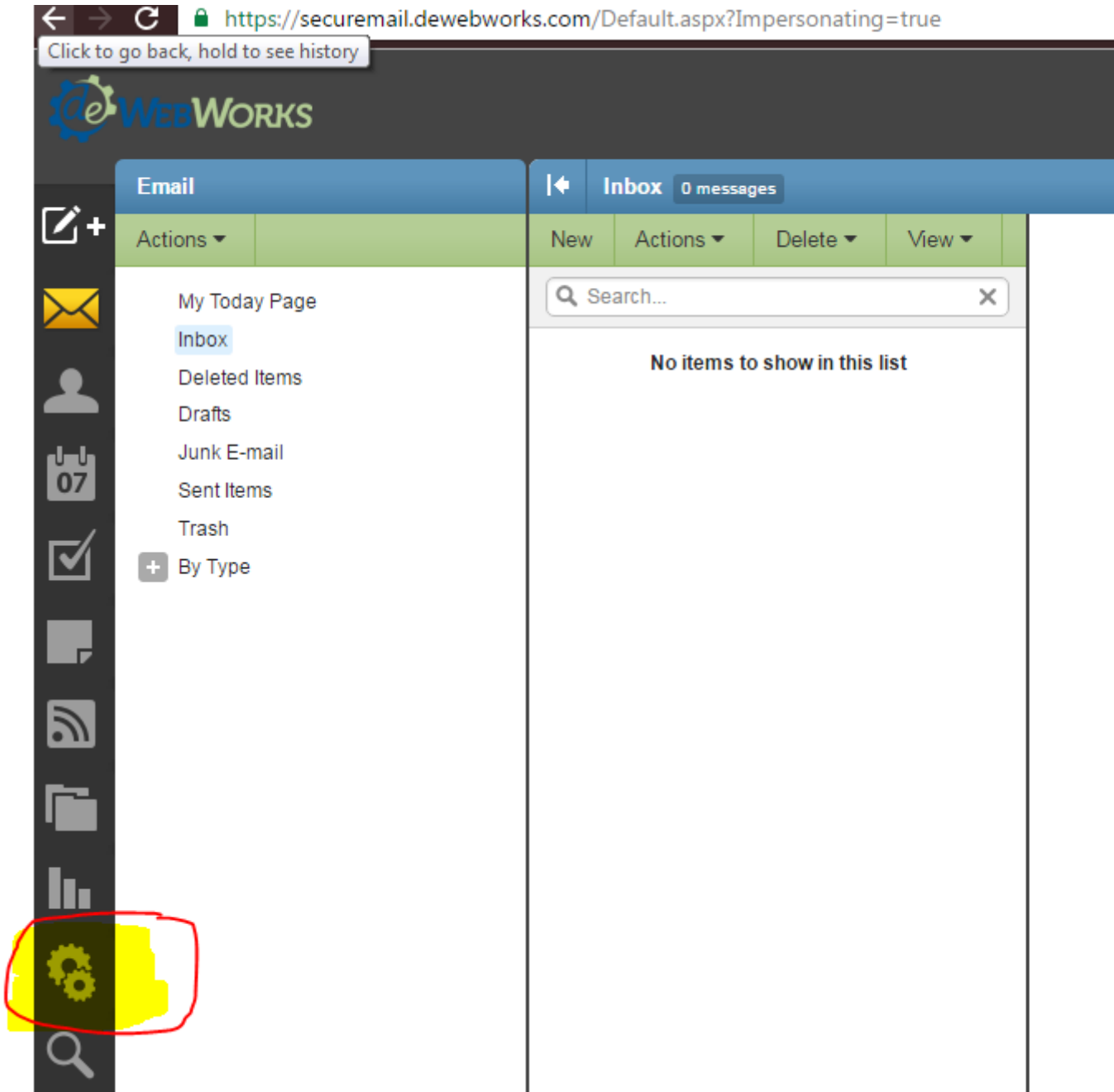
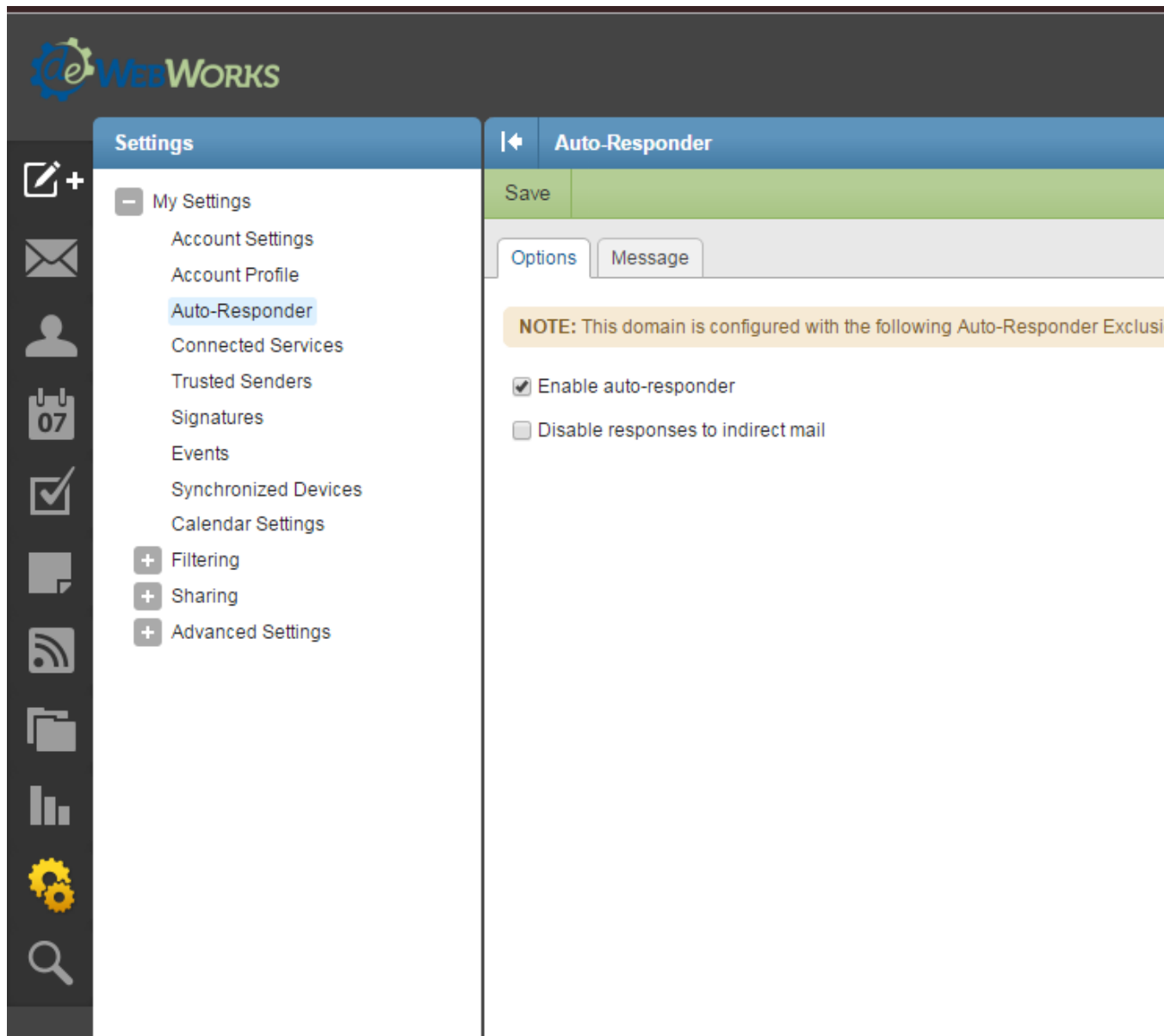


Auto-Responder Setup Guide

- 1) Log into your SmarterMail dashboard from any browser by typing in mail.yourdomainname.com (example mail.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.



The screenshot displays the WEBWORKS user interface. On the left, a vertical sidebar contains various icons, with a gear icon at the bottom indicating settings. The main content area is divided into two panels. The left panel, titled "Settings", shows a list of options under "My Settings", with "Auto-Responder" selected and highlighted in blue. The right panel, titled "Auto-Responder", features a "Save" button at the top, followed by two tabs: "Options" and "Message". Below the tabs, a yellow warning box contains the text: "NOTE: This domain is configured with the following Auto-Responder Exclusion...". Underneath, there are two checkboxes: "Enable auto-responder" (checked) and "Disable responses to indirect mail" (unchecked).

- 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 screenshot shows the eWebWORKS interface. On the left is a dark sidebar with various icons, including a gear for settings. The main content area is split into two panes. The left pane, titled 'Settings', has a sub-header 'My Settings' and a list of options: Account Settings, Account Profile, Auto-Responder (highlighted in blue), Connected Services, Trusted Senders, Signatures, Events, Synchronized Devices, and Calendar Settings. Below these are three expandable sections: Filtering, Sharing, and Advanced Settings. The right pane, titled 'Auto-Responder', has a green 'Save' button at the top. Below it are two tabs: 'Options' and 'Message' (selected). The 'Message' tab contains the following fields: 'Subject' with the text 'I Am Out of the Office', 'Compose Format' set to 'HTML', 'Start' date and time (11/22/2016 3:47 PM), and 'End' date and time (11/23/2016 3:47 PM). A checkbox labeled 'Enable active date range' is checked. At the bottom of the right pane is a rich text editor toolbar with buttons for bold, italic, underline, text color, background color, undo, redo, bulleted list, numbered list, quote, and link. The text area below the toolbar contains the message: 'This is my out of office message. |'

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.