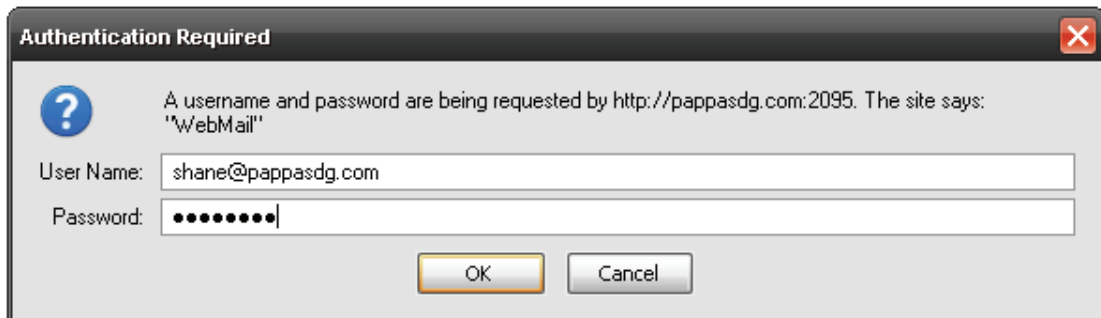


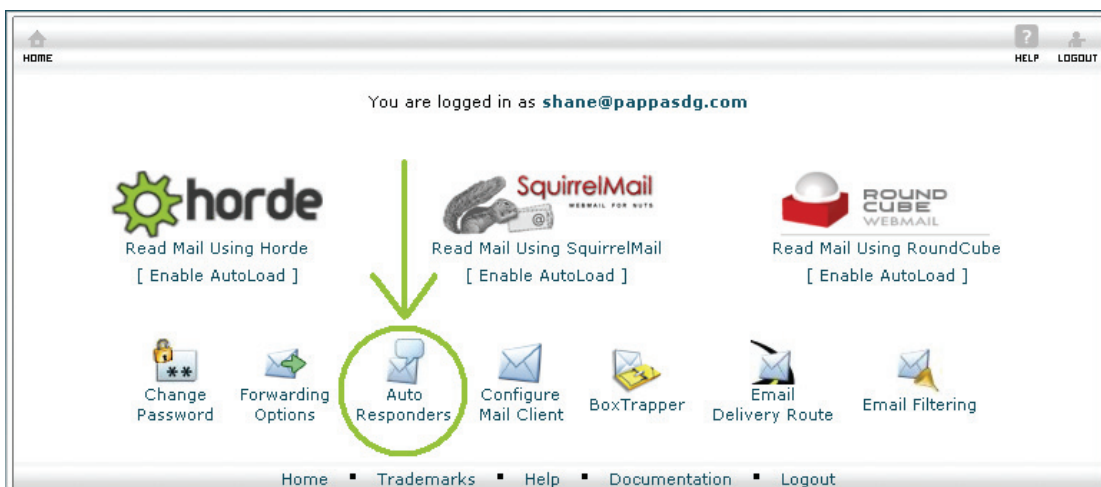
## PDG Auto Responder Instructions

### Creating an Auto Responder Message for an employee that will be out of the office.

1. Open your Web Browser (Internet Explorer, Mozilla Firefox, etc.)
2. Go to the Address Bar and type in "your website/webmail" and press enter.  
(example: pappasdg.com/webmail)
3. A Logon Box will open.
4. Put your email address as the user name and your email password as the password. Click OK



5. The PDG Console Screen will open up. Click "Auto Responders".



## 6. On the following screen, click “Add Auto-responder”

HOME HELP LOGOUT

### Auto Responders

You can use autoresponders to send a message back automatically to anyone who sends an email to a certain account. This can be useful for times when you are on vacation or unavailable, or if you have a generic message that you wish to send for a support email address.

Video Tutorial

**Add Auto-responder**

Search  Go

#### Current Auto Responders

EMAIL	SUBJECT	FUNCTIONS
There are no autoresponders setup on this domain.		

**Hint:** If you do not create a forwarder or email account with the same address as each auto responder mail sent to the autoresponder will only be handled by the autoresponder before it is discarded.

[ Go Back ]

Home Trademarks Help Documentation Logout

## 7. When the next screen comes up, type your email address in the “From:” Box, In the subject Box, type “Out of the Office from x/xx to x/xx” then type a custom message in the Body field that will instruct the reader who to contact while you’re out.

HOME HELP LOGOUT

### Modify/Add Auto-responder

**Hint:** If you do not create a forwarder or email account with the same address as this auto responder, mail sent to this autoresponder will only be handled by the autoresponder before it is discarded.

When configuring an auto responder you can use the following tags to insert information into the message that is returned to the user:

- %subject% The subject of the message that was sent to the autoresponder.
- %from% The sender of the message that was sent to the autoresponder.
- %email% The sender's email from the message that was sent to the autoresponder.

Character Set:  You must select this option before changing anything else or you will lose your changes.

Email: shane@pappasdg.com

From:

Subject:

HTML Message:

Body:

Please direct all concerns to my fellow staff:

Nick Pappas  
nick@pappasdg.com

or

Randy Parks  
randy@pappasdg.com

**Create/Modify**

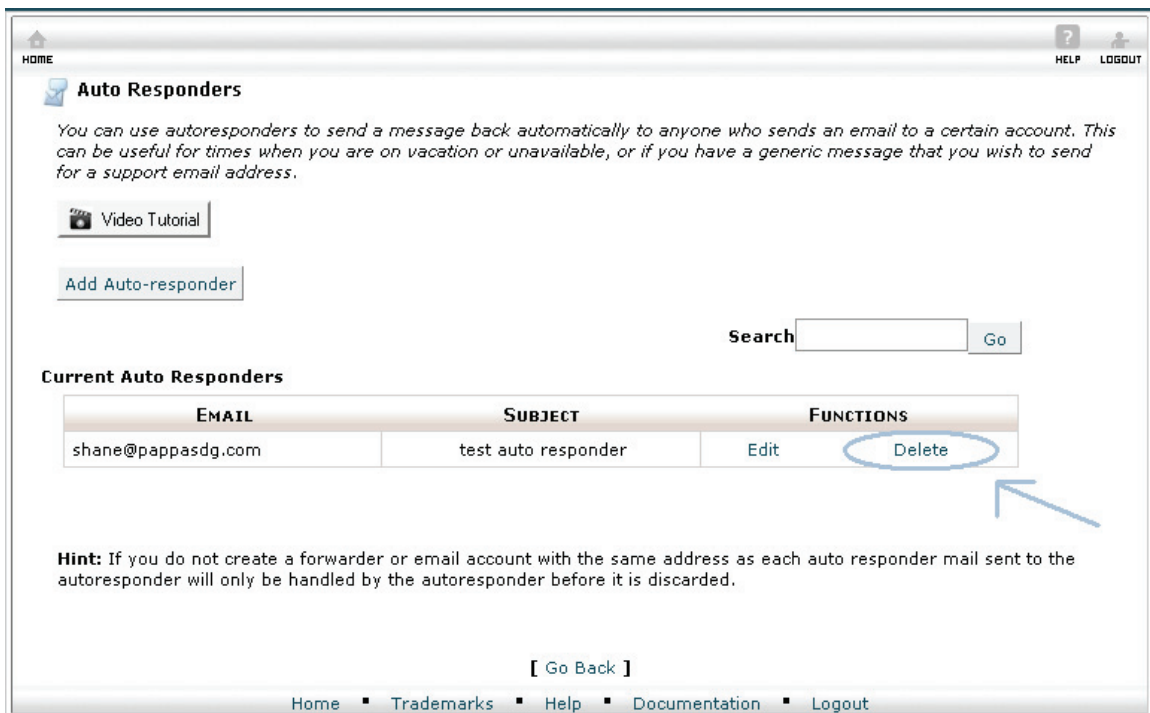
[ Go Back ]

Home Trademarks Help Documentation Logout

8. Click Create/Modify. Your Message will now be sent to anyone who sends an email from this point forward.
9. Click “Logout” at the Top Right Corner of your Screen. To remove the Auto Responder Message, follow the next set of instructions.
10. Log back into the PDG console (As noted above) and click “Auto Responders” once again.



11. At the next screen, click “Delete” after your auto responder listing.



12. On the following screen, click Yes.
13. Click Logout at the top right of your screen. You are ready to get back to work!