Creating Autoresponders

Send automatic replies when someone emails a specific address on your domain.

Autoresponders send an automatic reply to anyone who emails a specific address — useful for confirming receipt, sharing business hours, or directing senders to support resources.

Set up an autoresponder

1. Go to **Email → Autoresponders**.
2. Click **Add Autoresponder**.
3. Select the domain and enter the email address (or choose `@domain.com` for all addresses on the domain).
4. Set the start and stop dates if the reply should be temporary.
5. Enter the subject line and message body.
6. Click **Create** or **Modify**.

Best practices

- Keep autoresponder messages brief and include alternative contact methods.
- Avoid using autoresponders on addresses that receive mailing list traffic — this can create reply loops.
- For extended absences, consider a vacation message with a specific return date instead.

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