Creating Autoresponders

Send automatic replies when someone emails a specific address.

Autoresponders reply automatically to incoming messages — useful for support addresses or confirming receipt of enquiries.

Set up an autoresponder

1. Go to **Email Manager → Autoresponders**.
2. Select the domain and email account.
3. Enable the autoresponder.
4. Enter the subject line and message body.
5. Optionally set start and end dates for time-limited responses.
6. Save your settings.

Tips

- Keep autoresponder text concise and include alternative contact methods.
- Autoresponders still deliver the original message to the mailbox unless configured otherwise.
- Disable autoresponders when no longer needed to avoid confusing senders.

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