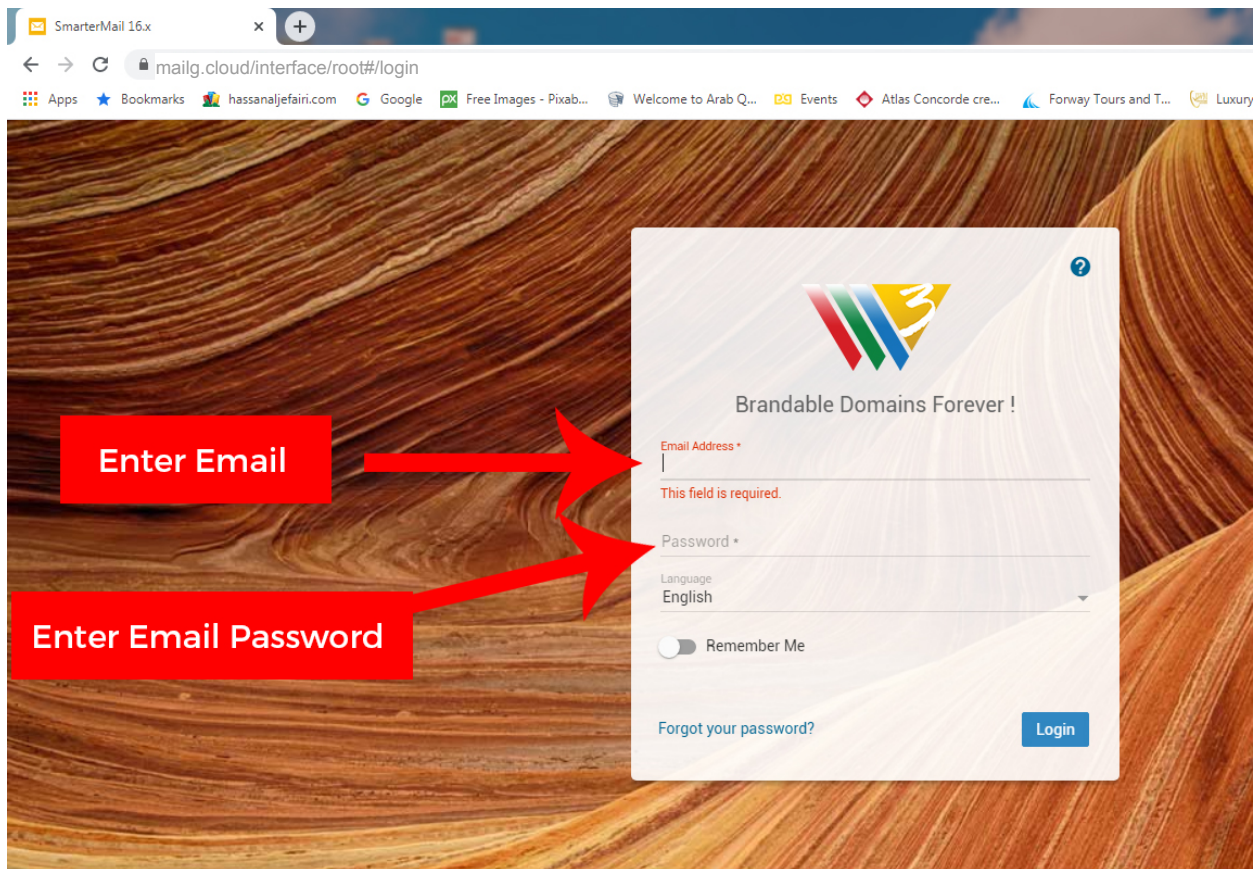


# HOW TO SET AUTORESPONDER

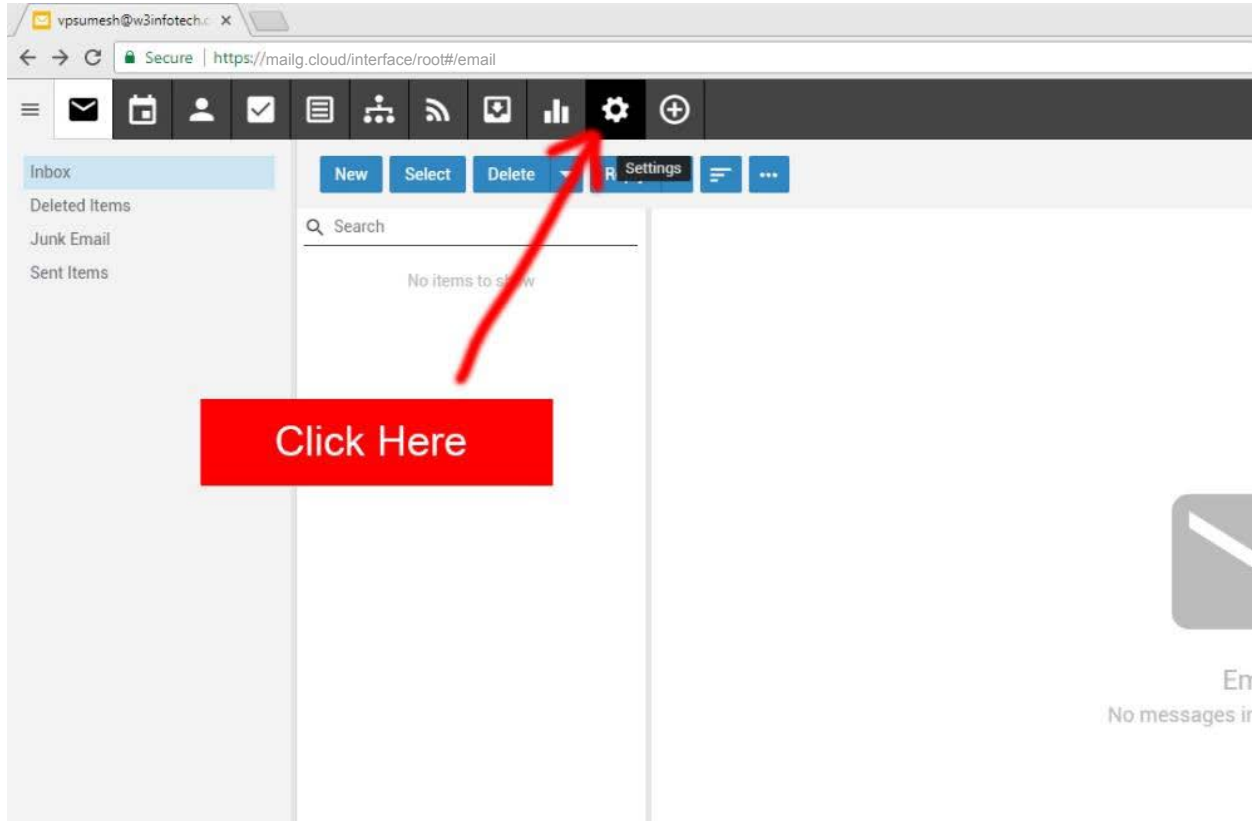
## STEP 1

Use this link to open browser [www.mailg.cloud](http://www.mailg.cloud)



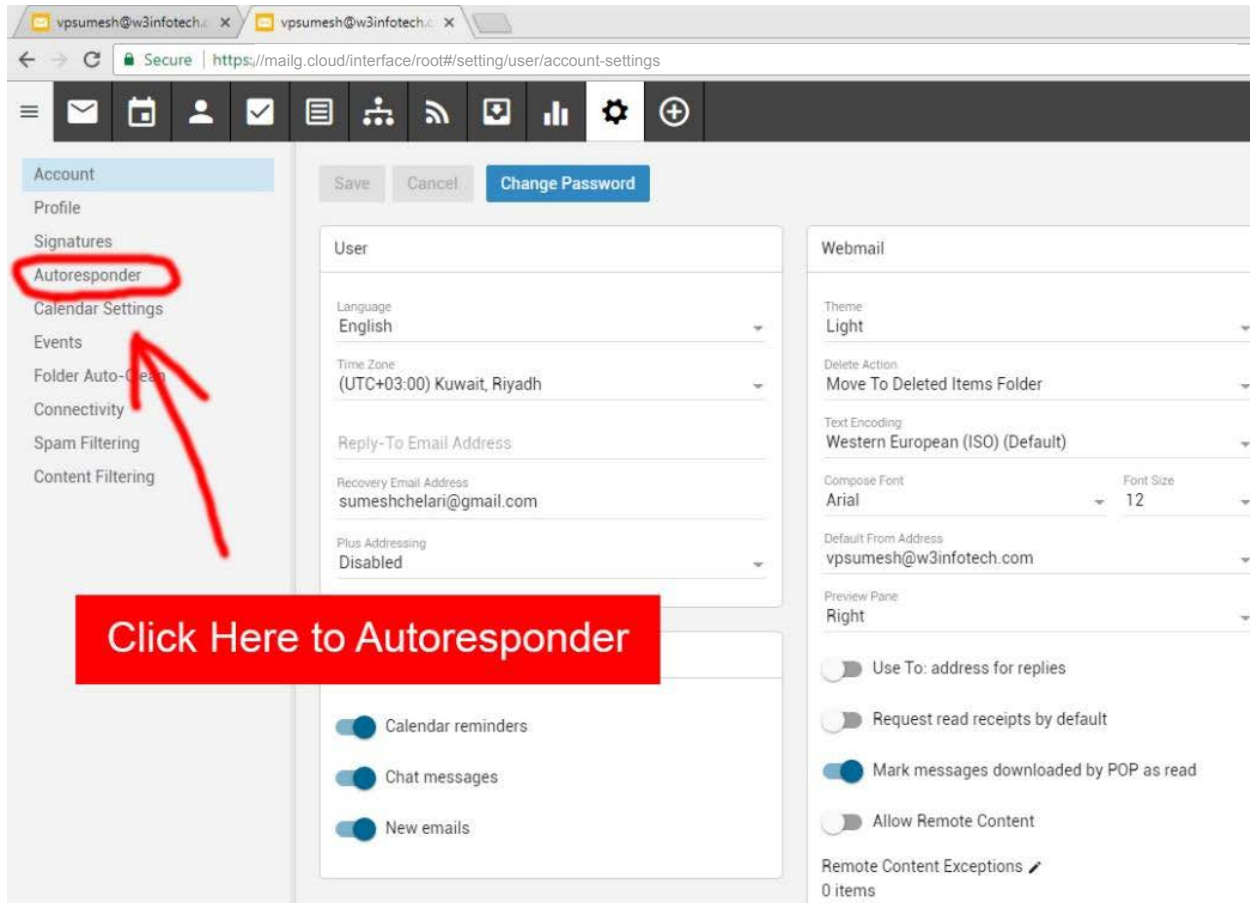
## STEP 2

After LOGIN Interface click on *settings* tab



## STEP 3

Click on leftmost pane tab **Autoresponder** as shown below



Account

Profile

Signatures

**Autoresponder**

Calendar Settings

Events

Folder Auto-Clean

Connectivity

Spam Filtering

Content Filtering

Save Cancel **Change Password**

User

Language  
English

Time Zone  
(UTC+03:00) Kuwait, Riyadh

Reply-To Email Address

Recovery Email Address  
sumeshchelari@gmail.com

Plus Addressing  
Disabled

Webmail

Theme  
Light

Delete Action  
Move To Deleted Items Folder

Text Encoding  
Western European (ISO) (Default)

Compose Font  
Arial

Font Size  
12

Default From Address  
vpsumesh@w3infotech.com

Preview Pane  
Right

Use To: address for replies

Request read receipts by default

Mark messages downloaded by POP as read

Allow Remote Content

Remote Content Exceptions  
0 items

**Click Here to Autoresponder**

Calendar reminders

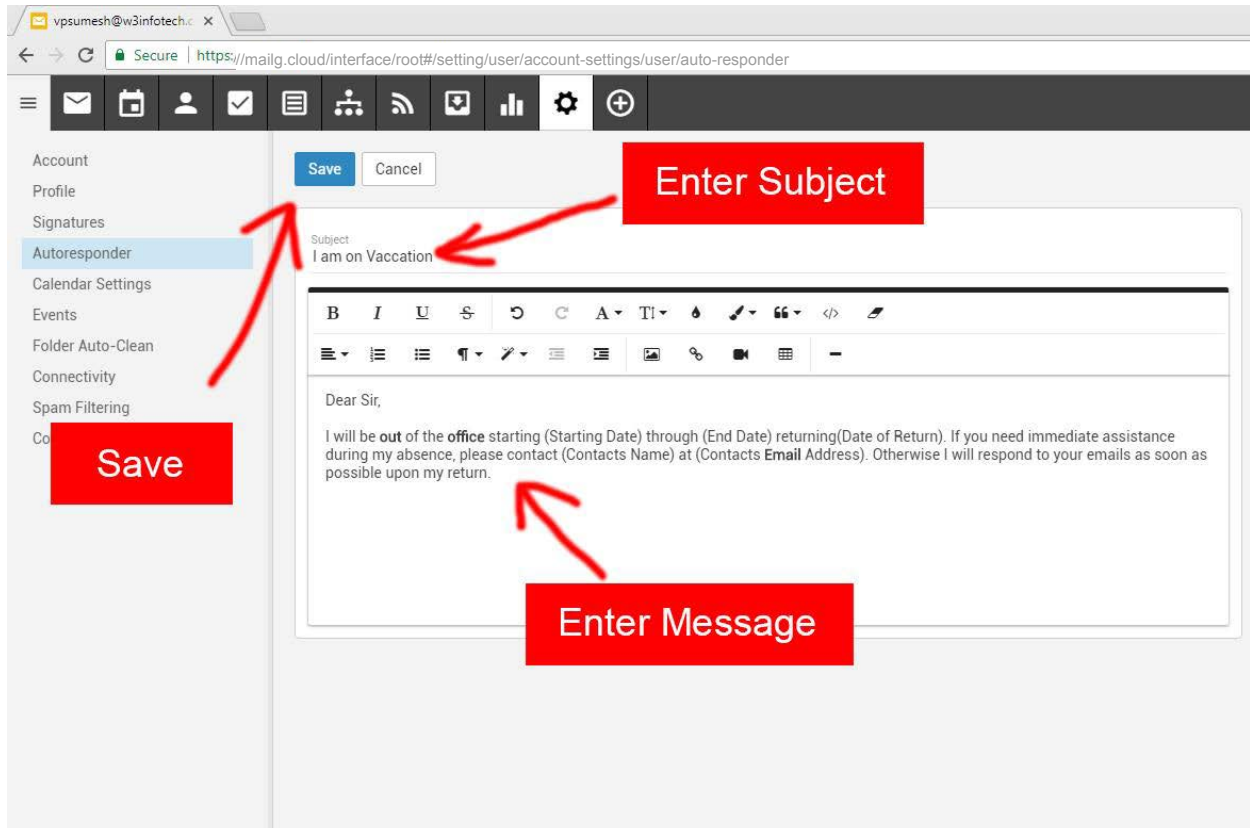
Chat messages

New emails

## STEP 4

Enter a **Subject** for AUTO message and TYPE a **message**

Click **Save**



Account

Profile

Signatures

**Autoresponder**

Calendar Settings

Events

Folder Auto-Clean

Connectivity

Spam Filtering

Co...

Save Cancel

Subject  
I am on Vaccation

**Enter Subject**

**Save**

**Enter Message**

Dear Sir,

I will be **out** of the office starting (Starting Date) through (End Date) returning(Date of Return). If you need immediate assistance during my absence, please contact (Contacts Name) at (Contacts Email Address). Otherwise I will respond to your emails as soon as possible upon my return.

