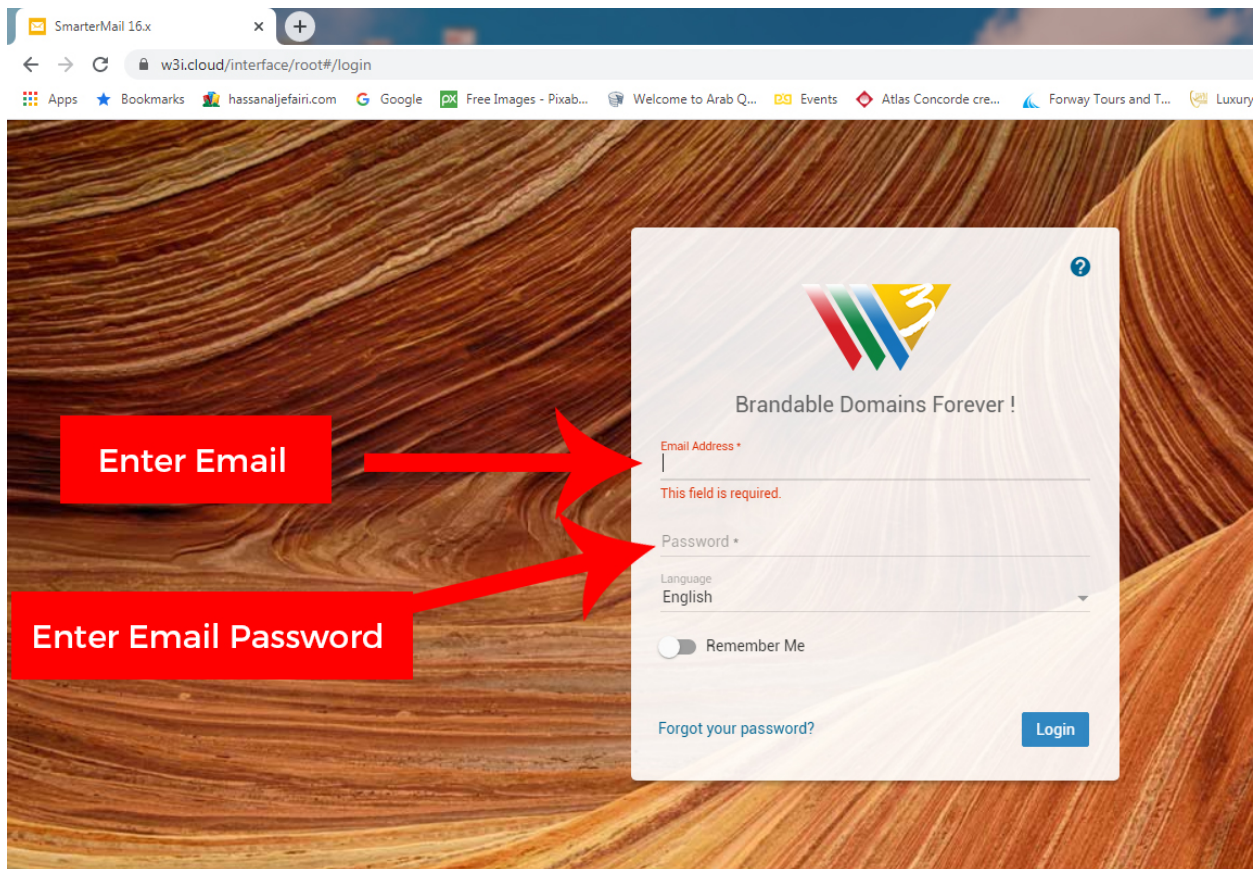


HOW TO SET AUTORESPONDER

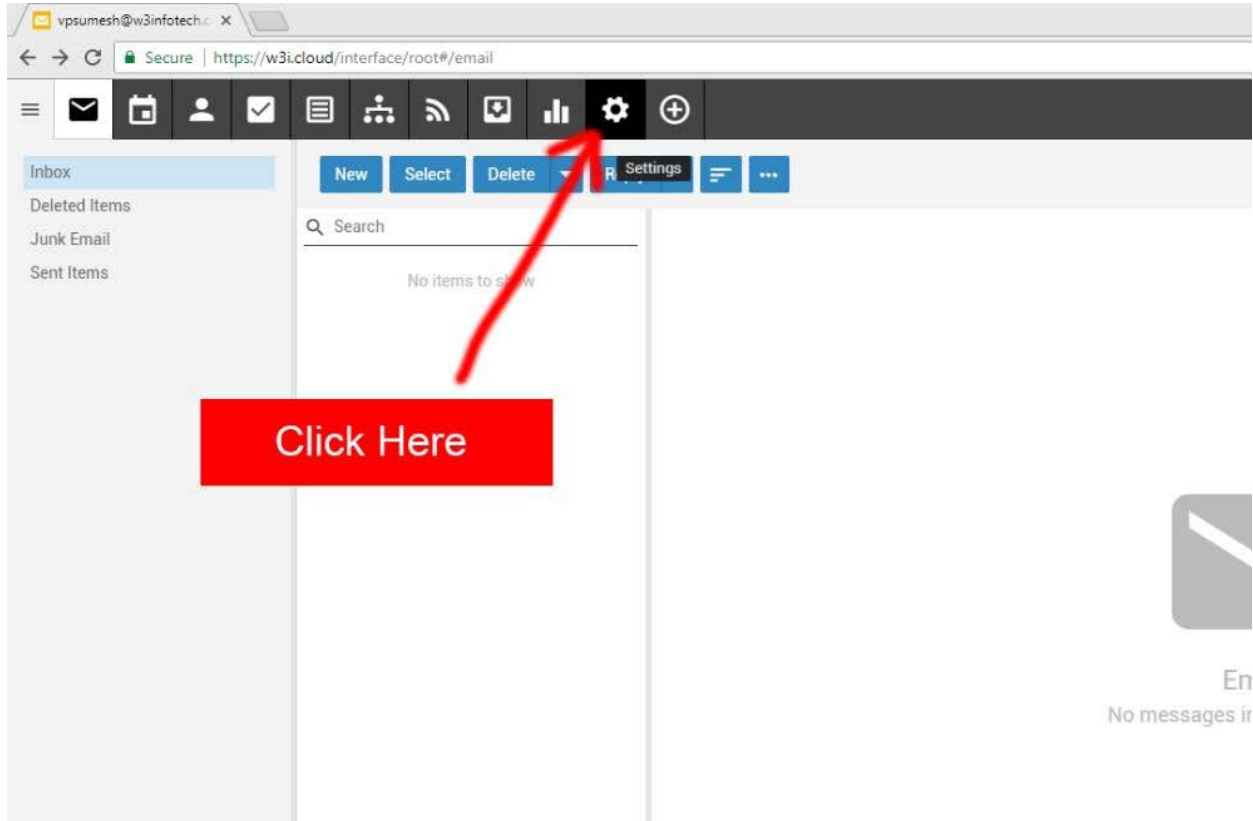
STEP 1

Use this link to open browser www.w3i.cloud



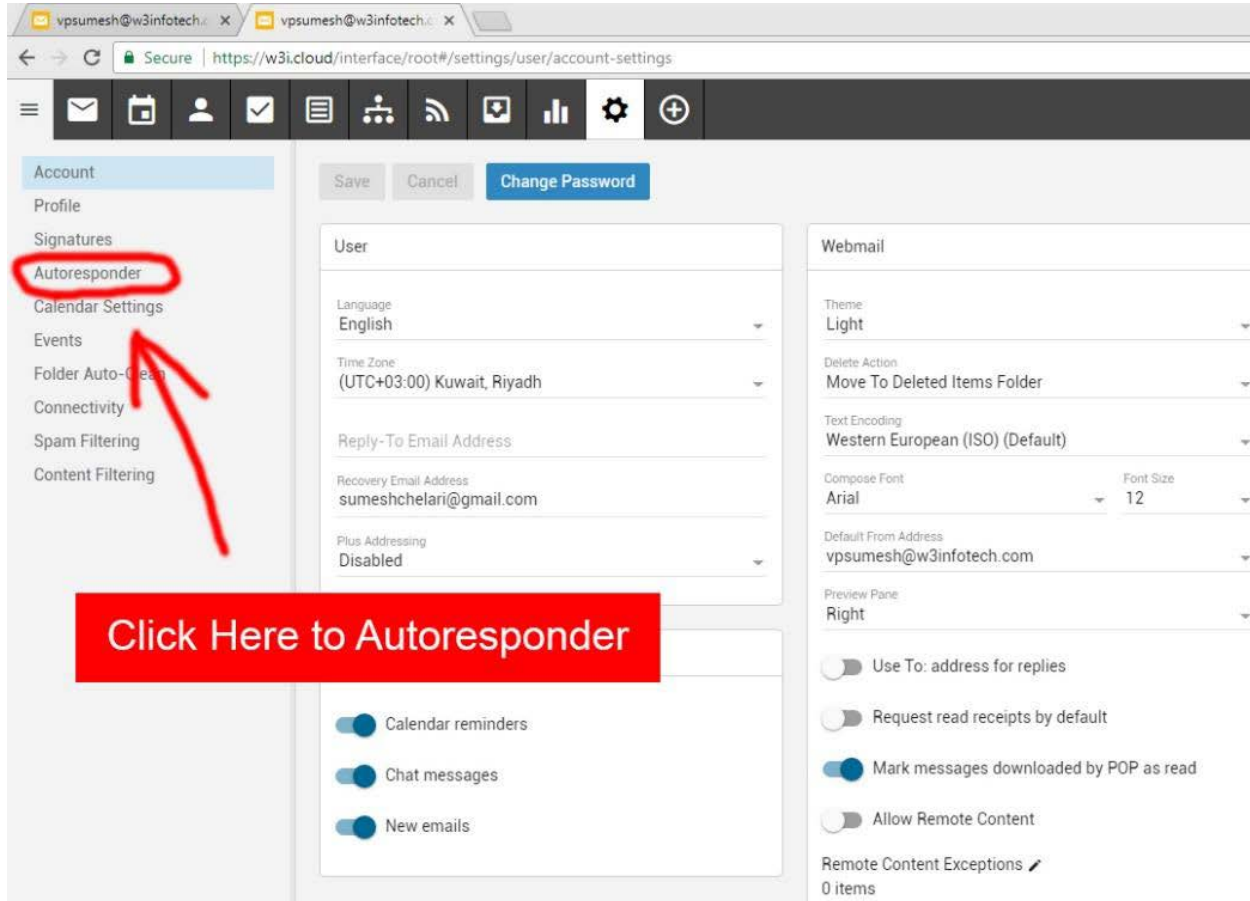
STEP 2

After LOGIN Interface click on *settings* tab



STEP 3

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

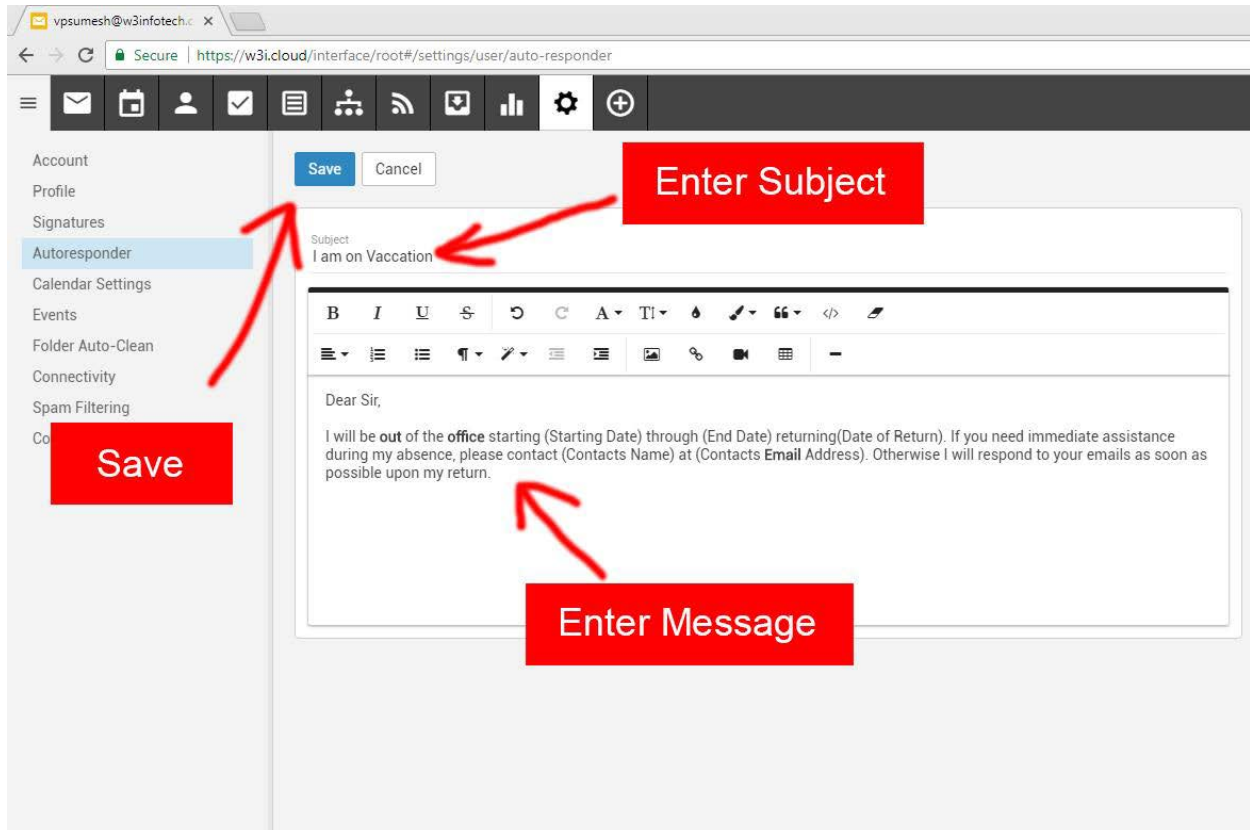


The screenshot shows a web browser window with the URL `https://w3i.cloud/interface/root#/settings/user/account-settings`. The left sidebar contains a menu with the following items: Account, Profile, Signatures, **Autoresponder** (highlighted with a red circle and a red arrow), Calendar Settings, Events, Folder Auto-Clean, Connectivity, Spam Filtering, and Content Filtering. The main content area is titled "User" and includes fields for Language (English), Time Zone ((UTC+03:00) Kuwait, Riyadh), Reply-To Email Address, and Recovery Email Address (sumeshchelari@gmail.com). Below these fields are three toggle switches: Calendar reminders, Chat messages, and New emails, all of which are currently turned on. To the right of the "User" section is a "Webmail" section with various settings such as 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), and Preview Pane (Right). There are also several toggle switches for "Use To: address for replies", "Request read receipts by default", "Mark messages downloaded by POP as read", and "Allow Remote Content". At the bottom of the Webmail section, it says "Remote Content Exceptions 0 items". A red banner at the bottom of the screenshot reads "Click Here to Autoresponder".

STEP 4

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

Click **Save**



The screenshot shows the 'Autoresponder' configuration page in the W3infotech web interface. The browser address bar shows the URL: <https://w3i.cloud/interface/root#/settings/user/auto-responder>. The page has a sidebar with navigation options: Account, Profile, Signatures, Autoresponder (selected), Calendar Settings, Events, Folder Auto-Clean, Connectivity, Spam Filtering, and Co... The main content area has a 'Save' button and a 'Cancel' button. Below them is a 'Subject' field containing 'I am on Vacation'. Below the subject field is a rich text editor with a toolbar and a message body containing the text: '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.' Red arrows and boxes highlight the 'Save' button, the 'Subject' field, and the message body.

