

## Auto Responders

This feature can be configured to automatically send response messages. This can be useful when the recipient is unavailable.

To view auto responders for a specific domain on your account, click the Managing: menu and choose a domain.

The cPanel interface provides a table that lets you view, edit, or delete existing responders. To quickly find a specific email address, type a keyword in the Search field and click Go.

- Add an Auto Responder
- Remove an Auto Responder

## Add an Auto Responder

To add or edit an auto responder:

1. Click Add Autoresponder to create a new auto responder. Or, find a current auto responder and click Edit.
2. Choose a character set.
3. Specify the interval, in hours, you wish for the autoresponder to wait between responses to the same email address.
  - For example, if you set up an autoresponder with an interval of 24, and you receive an email from john@example.com at 8 am on Monday, the autoresponder will respond to his message immediately. If, however, john@example.com continues to email you throughout the day, the autoresponder will not send him another response for 24 hours after his initial email (in this case, 8 am Tuesday). If he emails you again after the 24-hour interval expires, he will receive an auto response.
4. Define the email address whose mail you wish the system to respond to.
5. In the From and Subject fields, type the username and subject you want to appear in the response.
6. If the message includes HTML tags, click the HTML Message checkbox.
7. In the Body field, type the text of the response.
8. Click Create/Modify to store the new auto responder.

In the message body, you can include tags, enclosed in percent signs (%). You can use these tags to insert information, such as the incoming email's sender or subject, into the body of the email. Available tags are:

- %subject% — The subject of the message that was sent to the auto responder.
- %from% — The name of the sender of the message received by the auto responder, if available. (If the sender's name was not received, %from% will print the sender's email address.)
- %email% — The sender's email address.

## Remove an Auto Responder

To delete an auto responder:

1. Click Delete next to the appropriate auto responder.
2. Click Yes to confirm that the responder should be deleted.
  - If you wish to keep the auto responder, click No.