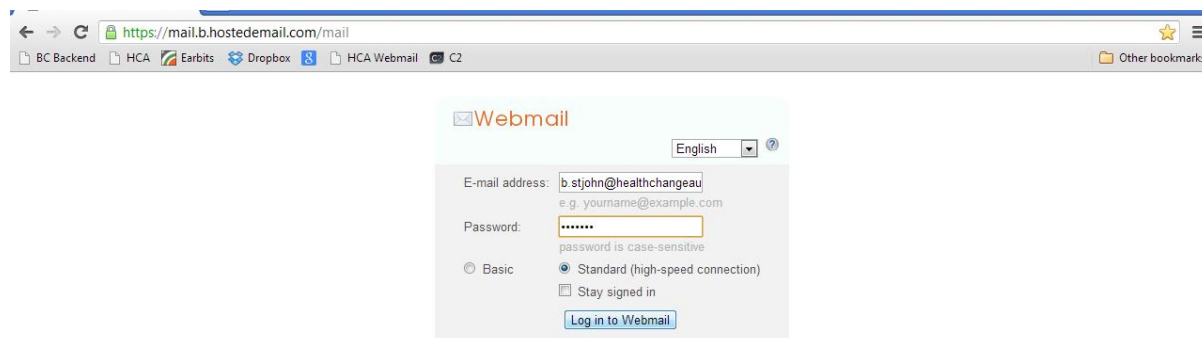


How to: Set an Email Auto-Response

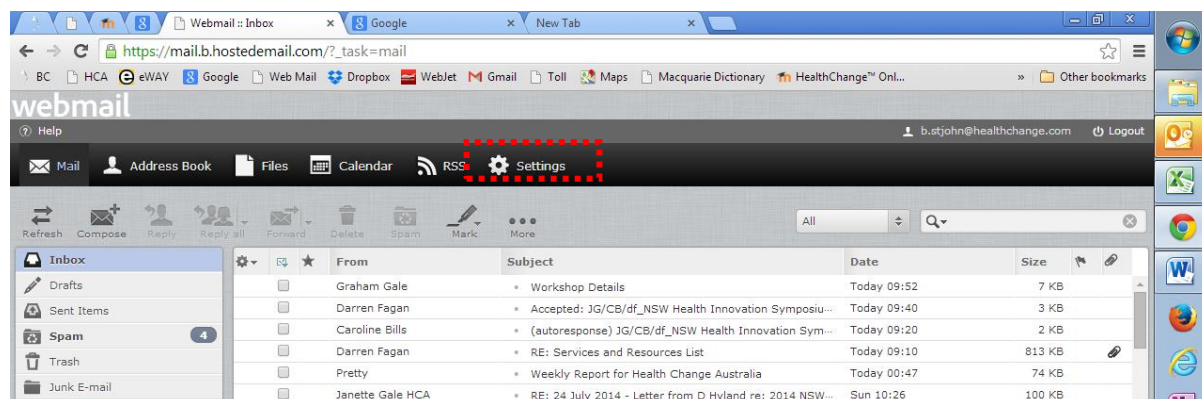


Instructions on how to advise clients that you will not be able to respond to their emails.

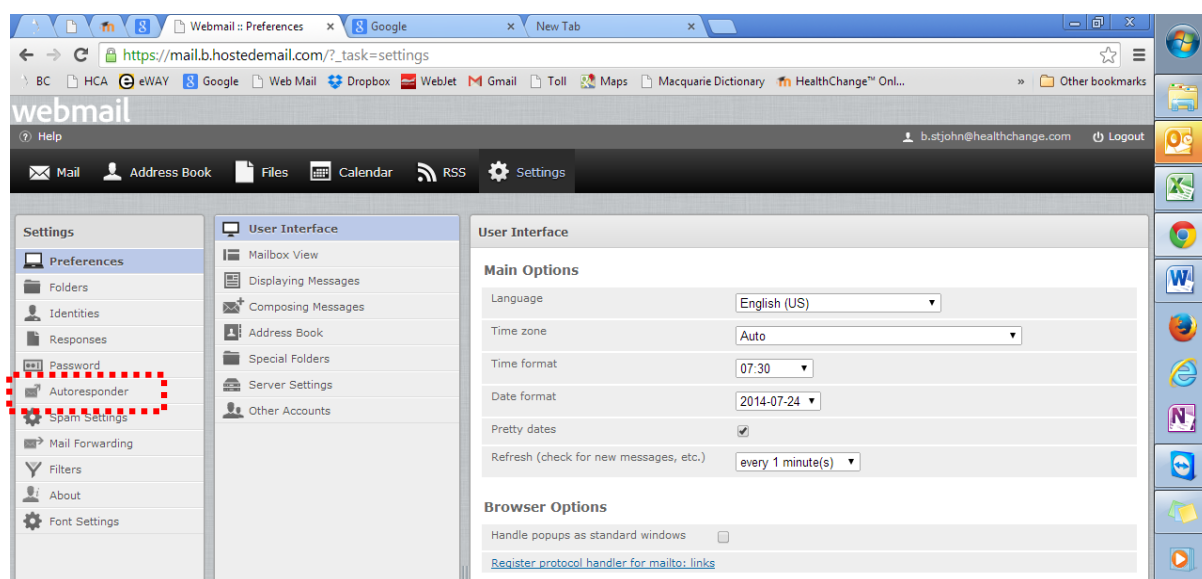
1. Access <https://mail.b.hostedemail.com/mail> and log in to your webmail



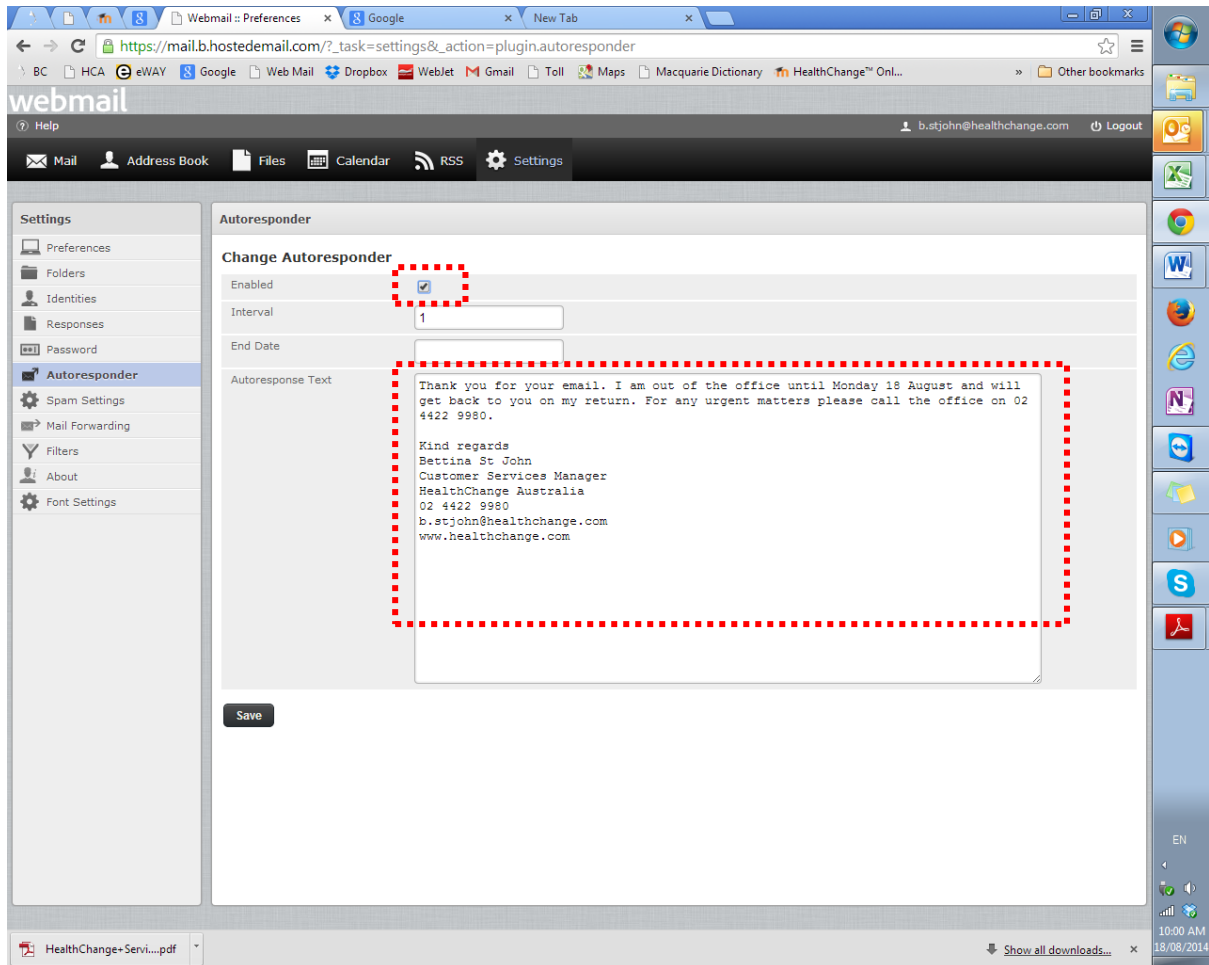
2. Select Settings



3. Select Autoresponder



4. Add Autoresponse Text and tick Enabled



5. Set yourself a reminder for the day you return to take the auto-reply off.

6. To switch off auto-reply repeat steps 1-3 and in step 4 untick *Enabled*