

How to login webmail to setup vacation message/ autoresponder

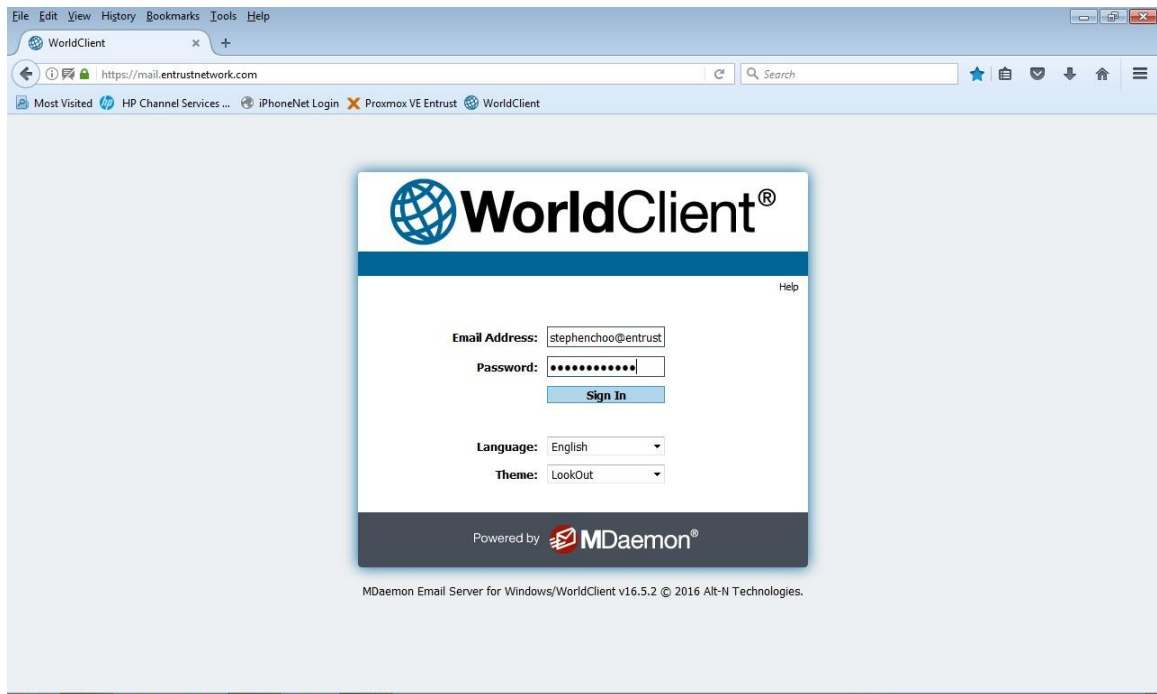
Date: July 2017. Documented by Stephen

Open internet browser, go to webmail.yourdomain.com or mail.yourdomain.com

Email address: username@yourdomain.com (your email account)

Password: XXXXXXXX (your secret password)

Click "Sign In"



How to set vacation message/autoresponder

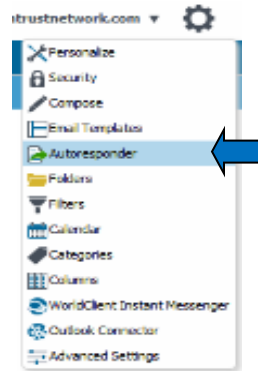
Go to the gear icon/option



stephenchoo@entrustnetwork.com



Select the autoresponder to set your auto message.



In the Autoreponder interface, tick the **“Enable Autoreponder”** and tick the **“Only send during this time range”**. Select your time range from the start to the end.

