

## How to use Auto Responder?

Written by Administrator - Last revised Monday, 22 February 2010

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All Domain Names come with the facility to also have email addresses with your Domain Name, i.e., **www.laser-red.com** and email address **peter@laser-red.com**

All email addresses on our servers have the facility to set up an Auto Responder, this enables your email account on receipt of an email to send an email back to who ever sent you the email.

Useful if you wish senders to know you received the email or useful if you're away for a few days.

To access this, please go to: **http://ar.(your domain name)** , i.e. www.laser-red.com is **http://ar.laser-red.com**

You will see the following on the screen.



POP3 User Name:   
Password:

Please enter your **Email Account Username** and **Password**, if you're not sure of these, contact us.

Enter these and follow the onscreen commands, easy to follow, see below for the view of mine.

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Disabled  
 Enabled

Subject: Thank you [Replace Existing Subject]

Message: Thank you for your email, I will endeavour to answer your email as soon as possible, however if you feel you would like a quicker response, please phone me on 0870 770 7687

Regards  
Peter  
Laser Bed Ltd.  
M: 078780 45252

[Update Auto-Responder >](#)

Click on '**Update Auto-Responder**' when you're happy with your response.