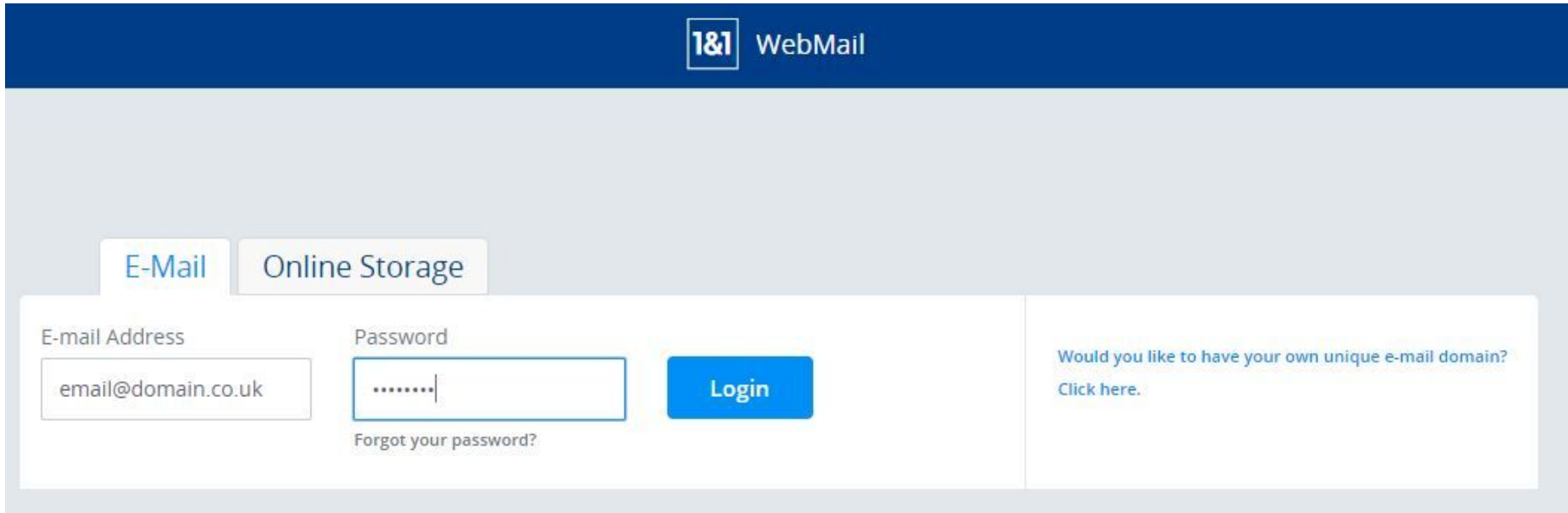


Learn how to create an autoresponder using 1&1 WebMail for instances where you will not have access to your email.



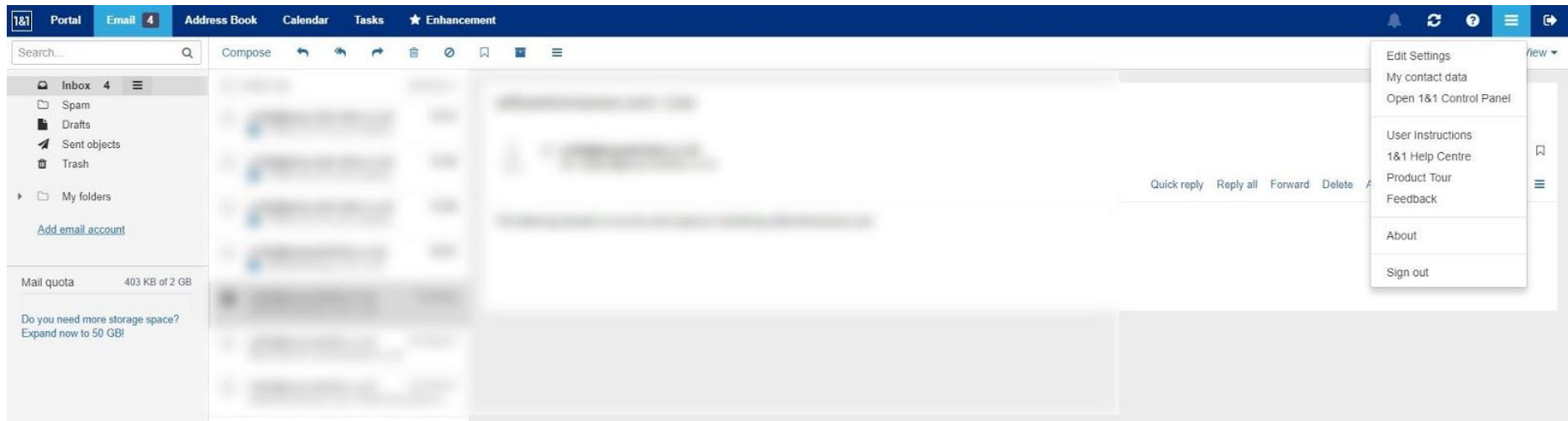
The screenshot shows the 1&1 WebMail login interface. At the top, there is a dark blue header with the 1&1 logo and the text 'WebMail'. Below the header, there are two tabs: 'E-Mail' (which is selected) and 'Online Storage'. The main content area contains a login form with two input fields: 'E-mail Address' containing 'email@domain.co.uk' and 'Password' containing a masked password '.....'. To the right of the password field is a blue 'Login' button. Below the password field is a link that says 'Forgot your password?'. To the right of the login form, there is a text prompt: 'Would you like to have your own unique e-mail domain?' with a blue link that says 'Click here.'

Go to <http://webmail.1and1.co.uk> and enter your Email address and password, then press 'Login' to proceed. If you need a reminder of your login details, please contact the office on 01995 642 145.

Step 1

EASY WEB SITES

Autoresponder

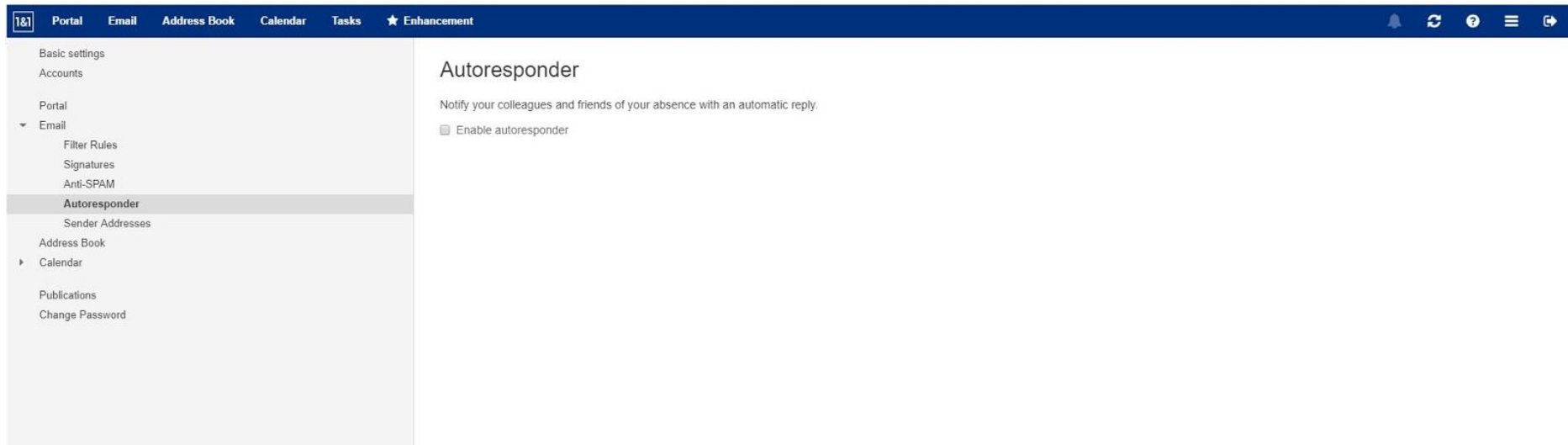


Click on the 3 horizontal lines in the top right of your browser window to open the Account Menu, and click 'Edit Settings'.

Step 2

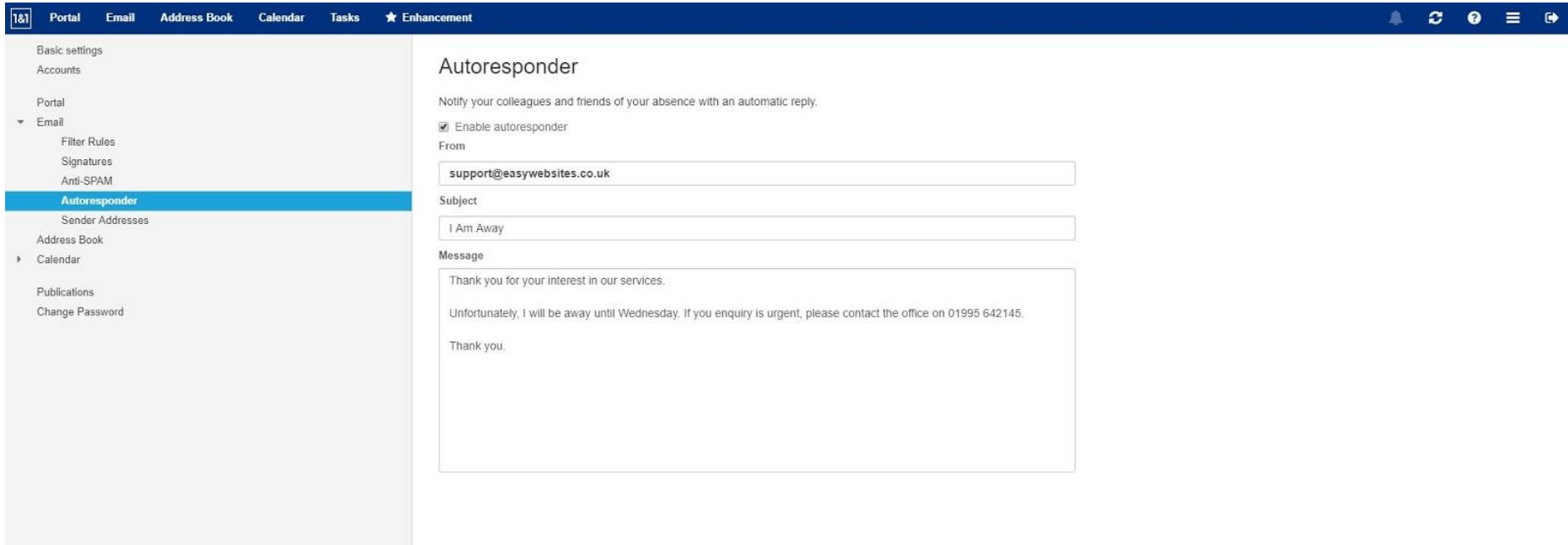
EASY WEB SITES

Autoresponder



Down the left hand side you under the 'Email' tab, you will find the Autoresponder settings. Click this to bring up the settings panel.

Step 3



The screenshot shows the 1&1 WebMail interface. The top navigation bar includes 'Portal', 'Email', 'Address Book', 'Calendar', 'Tasks', and 'Enhancement'. The left sidebar lists various settings, with 'Autoresponder' highlighted in blue. The main content area is titled 'Autoresponder' and contains the following fields:

- Enable autoresponder:** A checked checkbox.
- From:** A text input field containing 'support@easywebsites.co.uk'.
- Subject:** A text input field containing 'I Am Away'.
- Message:** A large text area containing the following text:
Thank you for your interest in our services.
Unfortunately, I will be away until Wednesday. If you enquiry is urgent, please contact the office on 01995 642145.
Thank you.

Enable the Autoresponder by selecting the 'Enable autoresponder' checkbox. You can then fill out the form with the 'From', 'Subject' and 'Message' fields and 1&1 WebMail will automatically save your settings.

Step 4