Adding an autoresponder in cPanel

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Overview:

An "autoresponder" is an automated email message that is sent in response to receiving an email, perfect for use when you're out of the office for a while or no longer accepting emails at a certain address.

Prerequisites:

Validate your IP address via the Micron21 WebAuth. For more information, you can review our WebAuth article here.

Method:

1. Log into your cPanel account.
2. Navigate to the "**Autoresponders**" tool, in the "**Email**" section.
3. In the "Autoresponders" tool, click on the "**Add Autoresponder**" button.
4. In the "Add Autoresponder" page, configure the autoresponder as required.
    1. **Character Set:** By default it's **utf-8** and is usually best to keep it at this unless you know you require an alternative character set.
    2. **Interval:** The number of hours to wait between responses to the same email address, or zero to always respond.
    3. **Email**: The email address user (the name before the @ symbol, do not include the domain name here)
    4. **Domain**: Select the domain from the drop-down list.
    5. **From**: The name of the sender in the message sent by the autoresponder.
    6. **Subject**: The subject line of the email sent by the autoresponder.
    7. **Body**: The content of the email sent by the autoresponder.
5. Select the time frame you require in the Start and Stop options. By default, they will be set to start immediately and to never stop.
6. Click on the "**Modify**" button to save the autoresponder.

Additionally, you can also edit or delete an autoresponder by clicking on the corresponding icon next to the autoresponder.