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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.

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 <u>before</u> the @ symbol, <u>do not</u> 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.