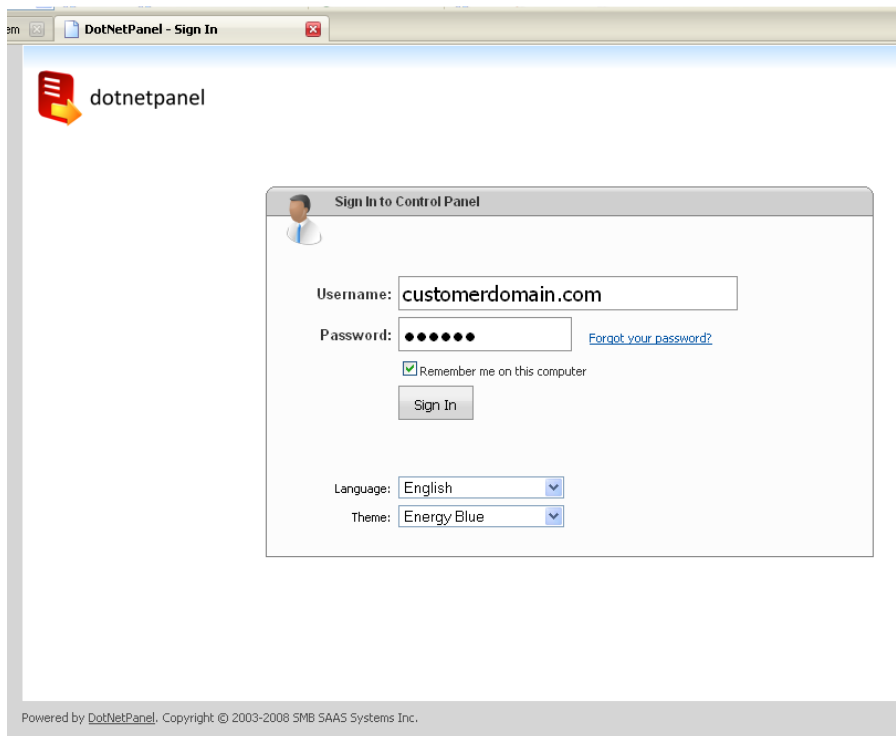


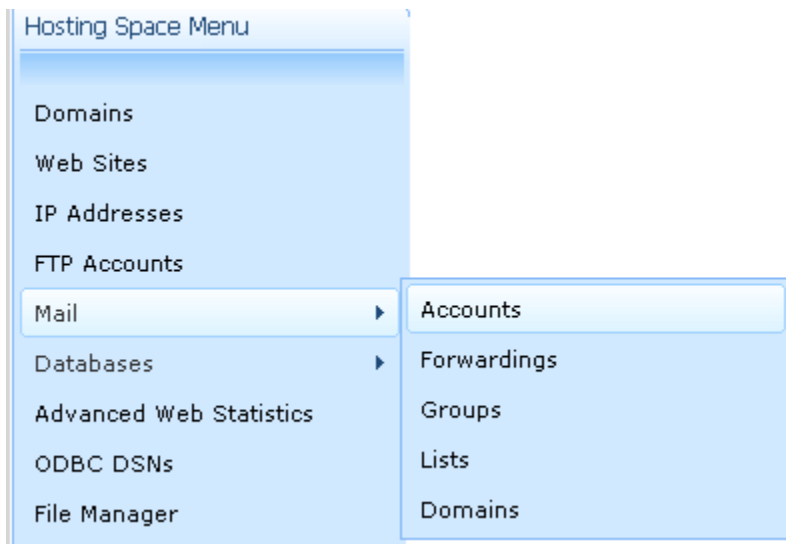
Creating Auto-Responders in DotNetPanel

This guide will take you through the steps to set up an Auto-Responder. This Auto-Responder will automatically send an email to all the people who email you with a message of your choosing.

1. The first step is to log into the DotNetPanel. Visit <https://cp.eurofasthost.com/> using your web browser- whether that is Internet Explorer or Firefox.
2. Type in your login information you were provided by your welcome email. Your username will generally be your domain. If you forgot your password you can use our *“Forgot your password”* link on the front page.



3. Once logged in click on your User Space situated in the middle of the page. Your User Space will be your domain name. In this example, ours is customerdomain.com.
4. This will load a new page with a navigation menu on the left. Highlight the **Mail** option and then select **Accounts**.



5. Click the email account that requires the Auto-Responder.
6. Tick the box that says "Enable Auto-Responder" and type in the message and subject in the boxes provided.
7. Once you added the required information click **Save**. You will need to revisit the email account to turn the Auto-Responder off when it is no longer needed.

Alternatively, you can log into webmail (located at <http://mail5.eurofasthost.com>) with your username and password and follow these quick steps:

1. Click the "Settings" button at the top of the page if not already selected (looks like a cog)
2. Click on the "Auto-Responder" link on the left hand side.
3. Click "Enable Auto-Responder" and on the next tab, type the message and subject required.
4. Click **Save** when completed- remember to clear the "Enable Auto-Responder" when it is no longer needed.

If you have any questions or comments, please don't hesitate to contact us- support@eurofasthost.com or call us on 02380 249 823