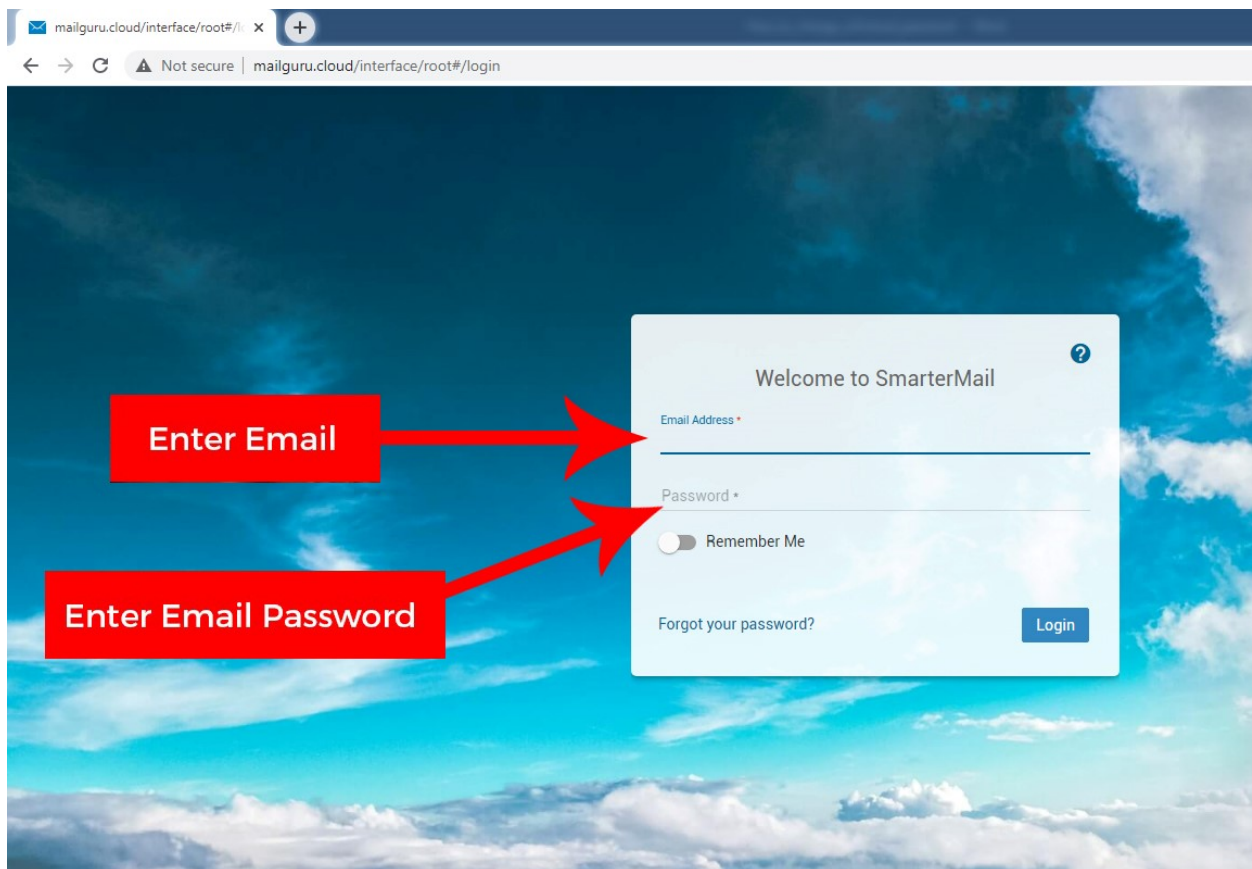


# HOW TO SET AUTORESPONDER

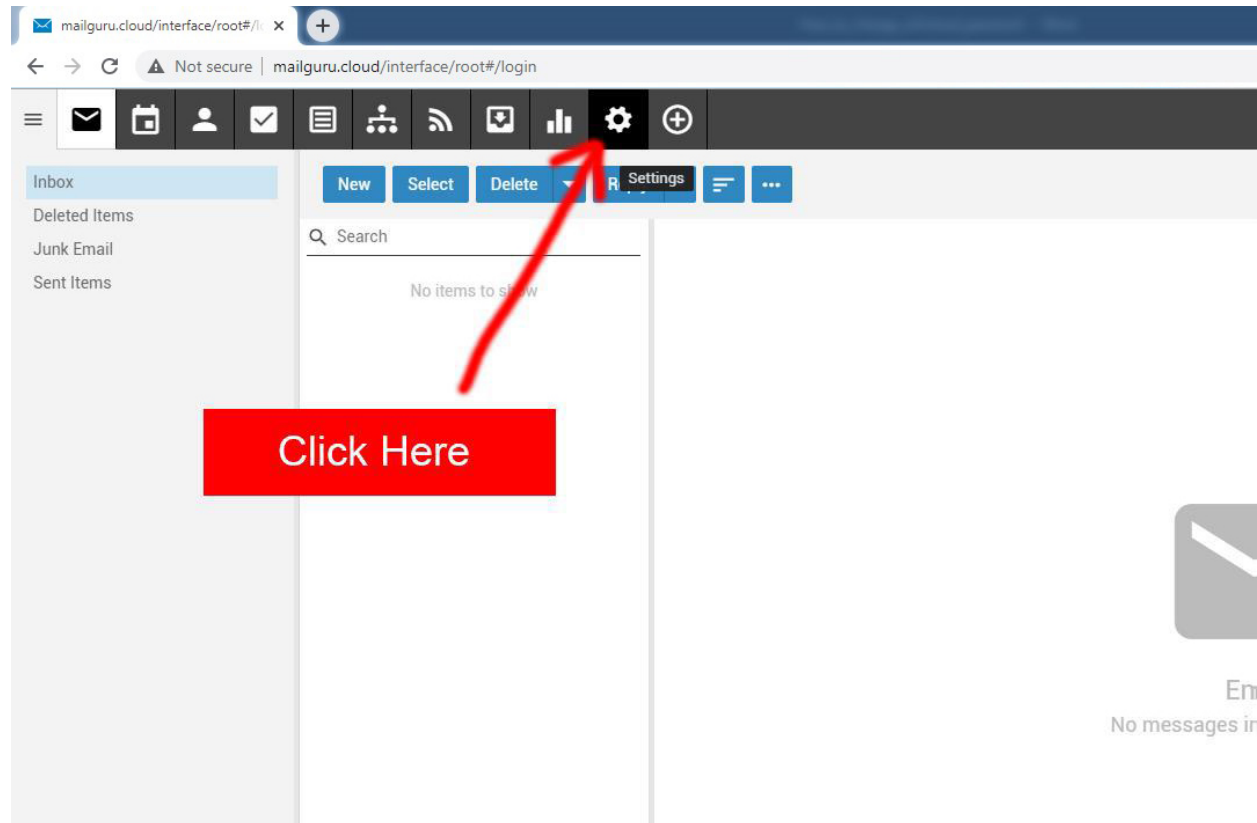
## STEP 1

Use this link to open browser [www.mailguru.cloud](http://www.mailguru.cloud)



## STEP 2

After LOGIN Interface click on *settings* tab



## STEP 3

Click on leftmost pane tab **Autoresponder** as shown below

The screenshot shows the mailguru.cloud interface. The browser address bar displays 'mailguru.cloud/interface/root#/login'. The left sidebar contains a menu with the following items: Account, Profile, Signatures, **Autoresponder** (circled in red), Calendar Settings, Events, Folder Auto-Clean, Connectivity, Spam Filtering, and Content Filtering. A red arrow points from the 'Autoresponder' tab to the main content area. The main content area is titled 'Change Password' and contains several sections: 'User' (Language: English, Time Zone: (UTC+03:00) Kuwait, Riyadh, Reply-To Email Address, Recovery Email Address: sumeshchelari@gmail.com, Plus Addressing: Disabled), 'Webmail' (Theme: Light, Delete Action: Move To Deleted Items Folder, Text Encoding: Western European (ISO) (Default), Compose Font: Arial, Font Size: 12, Default From Address: vpsumesh@w3infotech.com, Preview Pane: Right), and a list of toggle switches: 'Use To: address for replies' (off), 'Request read receipts by default' (off), 'Mark messages downloaded by POP as read' (on), and 'Allow Remote Content' (off). Below these are 'Remote Content Exceptions' with 0 items.

**Click Here to Autoresponder**

## STEP 4

Enter a **Subject** for AUTO message and TYPE a **message**

Click **Save**

