How to Enable/Disable Your Email Auto-Responder
Via Network Solutions

How Do I Access My Webmail
You can access your webmail by navigating to: http://mail.[domainname]

      For example, if your email address is: john@abc.com
      You would login to: http://mail.abc.com

1. Log into your webmail as noted above
2. Enter your **email** address and **password** and click **Login**
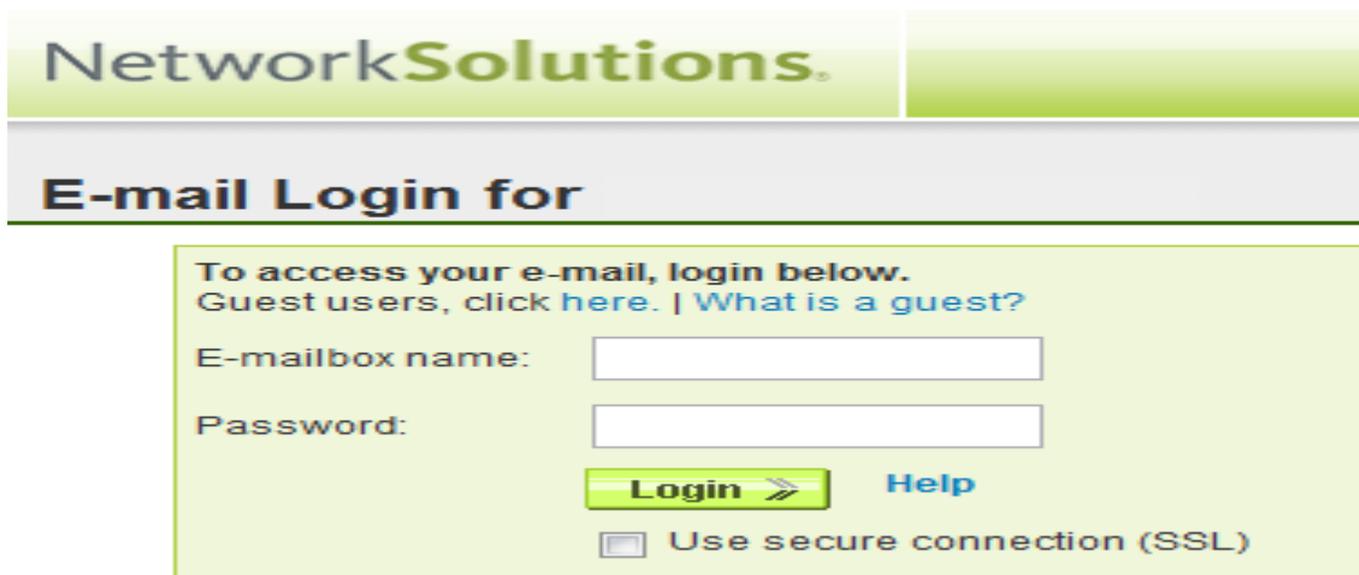
3. Click on "Configuration" on the left side panel (see image below)
4. Click on "Auto-Responder" in the Options (see image below)
5. Change the Auto-Responder text as desired (If your previous away message is already there, you can simply change the dates)
6. Click the "Enable Auto-Responder" checkbox (**Or uncheck the checkbox if <u>Disabling</u>**)
7. Click the Save button. All done.

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WebMail

Today
Inbox
Folders
Compose Mail
Address Book
Calendar
Tasks
Journal
Notes
Bookmarks
Discussions
File Storage
Photo Album
Messenger
Configuration
Help
Fix Addr. Book
Logout

Options

Personal Details
Update your name, address, phone numbers, etc.

General Options
Update your general options.

Password
Change your password.

Display Settings
Change your display settings.

Today Page Settings
Change the options of your Today Page

Manage Profiles / Accounts
Manage your profiles or configure mail retrieval from external POP3 accounts.

Custom Filters
Direct incoming messages to specific folders.

Categories
Manage your personal categories.

Stationery
Manage your Stationeries.

Alerts
Create or update your alerts.

Auto-Responder
Enable and change your autoresponder message.

Forward My Mail
Forward your messages to an external account.

Signatures
Create, update or delete your signatures.

Calendar Preferences
Change your calendar preferences.

Sharing
Share your information with others.

Additional Resources direct from Network Solutions [Optional Review Only]

How Do I Setup My Auto Reply?

http://www.networksolutions.com/support/how-do-i-setup-my-auto-reply/

If you are using the standard platform, first log into your webmail, then:

If your e-mailbox opens to Today:

1. Click on the Configuration button in the left navigation bar
2. In the list of Options, click on the Auto-Responder link
3. In the Auto responder Subject text box, type the subject for your auto responder
4. In the Auto responder text box, type the message you would like sent for your auto responder
5. Select the check box next to Enable auto responder
6. Click on the Save button to activate your auto responder
7. Your e-mail messages are now being responded to automatically. To stop the auto responder, follow the steps above but unselect the check box next to Enable auto responder.

If your e-mail box opens to your Inbox:

1. Click on the Options button in the left navigation bar
2. Click on the Automatic Reply button in the upper navigation menu
3. In the Subject text box, type the subject for your auto responder
4. In the Message text box, type the message you would like sent for your auto responder
5. Click on the Start button to activate your auto responder
6. Your e-mail messages are now being responded to automatically. To stop the auto responder, follow the steps above but click on the Stop button.

Why Can't I Log into my Webmail Using IE8?

http://www.networksolutions.com/support/why-can-t-i-log-into-my-webmail-using-ie/

Slight differences between this newest version of Internet Explorer and previous versions may cause you to not be able to login to your webmail. Fortunately, there is a setting within your Internet Explorer browser that will allow your webmail to function normally - in only a few steps:

- Open Internet Explorer 8 (IE 8)
- Click "Tools" near the top-right of your browser
- Click "Compatibility View Settings"
- Select the "Display all websites in Compatibility View" check box
- Click "Close"
- Enter your webmail as you normally would

Note: that if changing this setting does not work immediately, you may need to close and restart your browser.