

WebHostingBreak

How to Create an Auto-Responder Email in cPanel

This demo assumes you've already logged into cPanel.

To create a new email auto-responder click the **AUTO-RESPONDER** link.

Click the **ADD AUTO-RESPONDER** link.

This is where you create a new auto-responder.

Enter the email address for which you want to create a responder. If you have multiple domains, either add on or park domains, be sure to select the correct one for your auto-responder.

Enter the **FROM** details as you want them to appear in the **FROM** field.

You can enter your own subject in the **SUBJECT** field or just leave the default setting.

Under normal circumstances you should always leave the **CHARACTER SET** setting to **US-ASCII**.

You have the option of sending your auto responses in HTML format. By default it will be sent in plain text.

Enter the body of your auto response in the **BODY** section.

Click the **CREATE/MODIFY** button.

That's it, the auto-responder has been successfully created.

Click the **GO BACK** link . From here you can create additional auto-responders, edit existing ones or delete them all together.

You now know how to create an auto-resccponder email in cPanel.