



## Santa Barbara County Education Office

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Service and Leadership • [www.sbceo.org](http://www.sbceo.org)

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### E-mail Autoresponder Introduction

The e-mail autoresponder provides automatic notification to e-mail senders that you are away and will respond upon your return. The first time you use the autoresponder, you will see a template with brackets around the words which you need to replace. You are able to add or remove any of the text. However, in order for your changes to be saved, you must click on the **Submit Autoresponder Configuration** button. Once you have saved your changes, this will be your template the next time you use your e-mail autoresponder.

If you make a mistake and do not want to save the changes you made (as long as you have not already clicked the Submit Autoresponder Configuration button), you can click on the **Logout** link at the top of the screen. We have included a sample template below which you can copy and paste into the box if you want the original wording. You can then modify the template with your information. If you have any questions, please contact the help desk at 964-4710 ext. 5250.

### E-mail Autoresponder Set-up Instructions

1. Go to <http://www.sbceo.org/userdir> and enter your user name (the first part of your e-mail address before the @ sign) and password.
2. Click on the **Click to Login** button.
3. Click on the **Email Setup** link.
4. Insert your information into the template (over-riding the brackets and the words within them if you are a first time user).
5. Review the changes you made, as this e-mail will be sent to all the people that send you an e-mail while you are away, as well as any maillist that you are subscribed to.
6. Click the box to the right of **Activate Autoresponder**; you will see a checkmark appear.
7. Click on the **Submit Autoresponder Configuration** button and this will save your changes and enable your autoresponder.
8. Click on the **Logout** link at the top of the page.
9. To ensure you have created the autoresponder you want people to see while you are away, simply send yourself an e-mail and you will get your autoresponder message back so you can review it.
10. If you discover that you need to make changes, you must login again, click the box to the right of **Activate Autoresponder** to remove the checkmark and then click on **Submit Autoresponder Configuration**.
11. Now you can make the desired changes and follow steps 3 - 7 above until you are satisfied with your message.

## **E-mail Autoresponder Deactivation Instructions**

The e-mail autoresponder will continue sending out messages until you deactivate it by following the steps below:

1. Click on the box to the right of **Activate Autoresponder** to remove the checkmark.
2. Click on the **Submit Autoresponder Configuration** button and this will save your changes and disable your autoresponder.
3. Click on the **Logout** link at the top of the page.

### **Sample Template:**

From: username@sbceo.org

Subject: Out of office until Friday, June 30

I will be out of the office from June 26 - June 29.

I will read the e-mail you sent regarding "\$SUBJECT" when I return on June 30.

If you need immediate assistance, you can send an e-mail to alternative@sbceo.org or call 555-5555, ext. 5555.

Thank you,  
Somebody

\*Note: The "\$SUBJECT" above is automatically replaced by the subject line from the sender's e-mail.