

Instructions for Creating Auto Reply

- In this section, you will learn how to create an auto reply for an email account.

To do this you will need to Login on the login button on the left-hand side of the page.
Enter your username and password and then
ENTER YOUR USERNAME & PASSWORD



Login to Your Control Panel

Please enter your Username and Password below.
If you are a registered user on our site and do not know your Control Panel password please click [Forgotten Password](#) to be emailed it immediately. Otherwise you will need to [Register](#) yourself.

Username:

Password:

[Not Registered? Register for Free! Why Should I Register?](#) [Forgotten Password? Click here for further assistance.](#)

CLICK ON [DOMAIN MANAGEMENT](#)



RMD > **Control Panel**

Control Panel

Welcome User Name
Last login: 2003-12-21 06:26:59 GMT from IP 61.11.21.249

- **Click here for Domain Management**
Manage Your Domain(s): Buy Extra Email, Webmail, Webspace, Renew Domain, Manage Accounts, Manage DNS Records, Buy Extra Email Space.
- **Click here to Search/Register Domain(s)**
Register Domain(s): Whois Search and Register new domain(s)
- **Click here to Edit Profile**
Edit/Update your User Profile: Update your Name, Contact Address, Email, Telephone etc

You will then see the screen below and under the heading of 'your domain'
Click on your domain name.
For e.g. 'yourdomain.com'

RMD > Control Panel > Dom Mgmt

You have 1 Domain

Please Click on the Domain Name you wish to Manage

S.No.	Domain Name	Webspace (MB)	# Email Accounts	Webmail	Search Engine	Expiry Date	Sta
1	yourdomain.com	6	2	Y	N	03-Nov-2004	Li

You have 1 Domain:

[Back](#)

This will take you to the screen shown below. Here you should click on
'Email Administration'

RMD > Control Panel > Dom Mgmt > yourdomain.com

Domain Management yourdomain.com

Amount of Webspace	6 MB
# Email Accounts	2
Webmail Option	Yes
Search Engine Submission	No NEW! Info
Your Domain Registration Date	03-Nov-2003
Your Domain Expiry Date	03-Nov-2004

- Upgrade Existing Package**
You can buy extra webspace, extra email accounts and webmail for domain myrmd.com. [Help on Upgrade Pack](#)
- Renew Domain myrmd.com**
Renew your domain *myrmd.com*, renew webspace, renew email accounts and renew webmail. You can buy/renew Search Engine Submission as well. [Help on Renewal](#)
- Website Administration**
View FTP details, calculate amount of webspace used, Forward your domain to any other URL.
- Email Administration** [Help on Email Admin](#)
Create Emails, Change Password for email accounts, Forward Email to another email account. Set CatchAll Email account.

After clicking on EMAIL ADMINISTRATION
you will see the screen below where you will be able to see the Email Address

under the domain that you have selected.

Click on the 'Create' link under Auto Reply.

RMD > Control Panel > Dom Mgmt > yourdomain.com > **Email Admin**

Email Administration yourdomain.com

You have Purchased 1 email Accounts.

You Need to Buy Extra Emails in order to Create new Emails. However, you may buy your emails.
Your POP/IMAP username is your Full Email Address like me@myrmd.com
Incoming Mail Server: pop.registermydomain.com
Click here to buy SMTP Relay Service and use our SMTP server as OUTGOING MAIL SERVER

Email Accounts Set Up (1 / 1) **Buy Extra Email** Create E

Email Address	Password	Auto Reply	Space Bought	Space Used	Extra Email Space <small>NEW!</small>
abc@yourdomain.com	Click	Create	5M	Find	Buy

This will take you to the screen shown below.

RMD > Control Panel > Dom Mgmt > yourdomain.com > Email Admin > **Auto Reply**

Auto Reply

yourdomain.com

Email: abc@yourdomain.com

Auto Reply:

Start Date: DD: 22 ▼ MM: Dec ▼ YYYY: 2003 ▼ Hr: 14 ▼ Min: 23 ▼

End Date: DD: 22 ▼ MM: Dec ▼ YYYY: 2003 ▼ Hr: 14 ▼ Min: 23 ▼

Message:

This shows the **Start Date:**

Enter the date and time from which Auto Reply should be activated.

End Date: Enter the date and time on which Auto Reply should end.

Message: Enter the message that should be sent back to sender.

All the above fields are compulsory, once you have entered above information, you must click on '**Set Auto Reply**' button to activate.

Which will take you to the screen shown below, This page will let you know about your auto reply 'status'. Here 'Create' link is replaced by 'Edit Delete' link. This shows that you have successfully set auto reply for the email address

RMD > Control Panel > Dom Mgmt > yourdomain.com > **Email Admin**

Email Administration yourdomain.com

You have Purchased 1 email Accounts.

You Need to Buy Extra Emails in order to Create new Emails. However, you may your emails.
Your POP/IMAP username is your Full Email Address like me@myrmd.com
Incoming Mail Server: pop.registermydomain.com
[Click here](#) to buy SMTP Relay Service and use our SMTP server as OUTGOING MAIL SERVER

Email Accounts Set Up (1 / 1) [Buy Extra Email](#) [Create E](#)

Email Address	Password	Auto Reply	Space Bought	Space Used	Extra Email Space <small>NEW!</small>
* abc@yourdomain.com	Click	Edit Delete	5M	Find	Buy

Here star(*) indicates Auto Reply is set for Email Address .

- **How to 'Edit' Auto Reply?**

Suppose you have created an 'Auto Reply' for an Email Address and now you want to change either 'Start Date' or 'End Date' or 'Message' then you can use this feature.

To edit the auto reply, you should click on 'Edit' link on the above page. This will take you to the page shown below

RMD > Control Panel > Dom Mgmt > yourdomain.com > Email Admin > **Auto Reply**

Auto Reply

yourdomain.com

Email: abc@yourdomain.com

Auto Reply:

	DD	MM	YYYY	Hr	Min
Start Date:	24	Dec	2003	14	57
End Date:	26	Dec	2003	14	57

Message:

Hi,
I will be back on 27th
Bye

[Edit Auto Reply](#)

This screen will show the details of the Auto Reply you have created before. Here you can change the different options. Once you have finished the editing part, you must click on 'Edit Auto Reply' link. This will make changes accordingly.

- **How to 'Delete' Auto Reply?**

To delete the auto reply, you should click on 'Delete' link on the 'Email

Administration' page. It basically inactivate the auto reply for an email address.

Once you have clicked on '[Delete](#)' link, you should get the same screen and 'Edit Delete' link will be replaced by '[Create](#)' link.

Email Administration yourdomain.com
You have Purchased 1 email Accounts.

You Need to Buy Extra Emails in order to Create new Emails. However, you may your emails.
Your POP/IMAP username is your Full Email Address like me@myrmd.com
Incoming Mail Server: pop.registermydomain.com
[Click here](#) to buy SMTP Relay Service and use our SMTP server as OUTGOING MAIL SERVER

Email Accounts Set Up (1 / 1)			Buy Extra Email	Create Er	
Email Address	Password	Auto Reply	Space Bought	Space Used	Extra Email Space <small>NEW!</small>
abc@yourdomain.com	Click	Create	5M	Find	Buy

- Finally, If you have any questions or need assistance, please do not hesitate to call our technical support service hosted by PC Computer Problems Ltd.

You may reach them on **0906 345 1630/31/32** (calls charged at £1.50 per minute).

Alternatively, please send an email to support@registermydomain.com

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