HOW TO SET AN EMAIL AUTORESPONDER (OUT OF OFFICE, ETC)

1. **Open an internet browser window**
   Internet Explorer, Mozilla Firefox, Chrome, Safari, etc.

2. **Log into WorldClient**
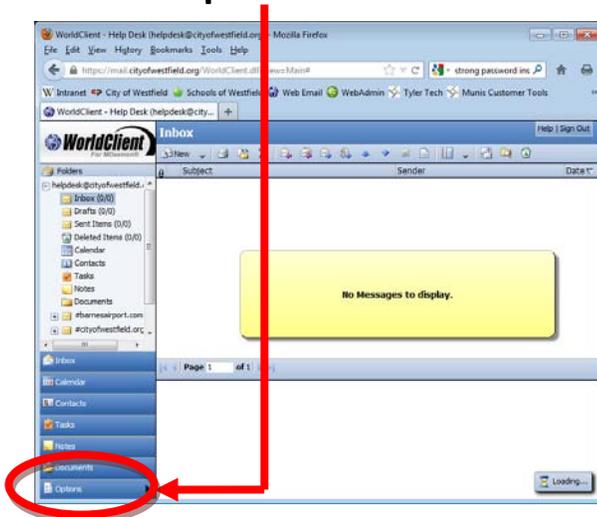   https://mail.cityofwestfield.org
   - Enter your entire email address for your username
     ie: helpdesk@cityofwestfield.org
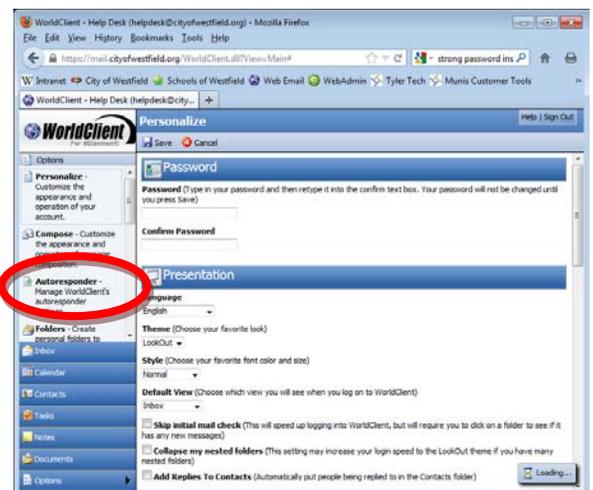   - Enter your current password

NOTE: Directions are based on LookOut theme – they may vary slightly with other themes

3. **Click on Options**
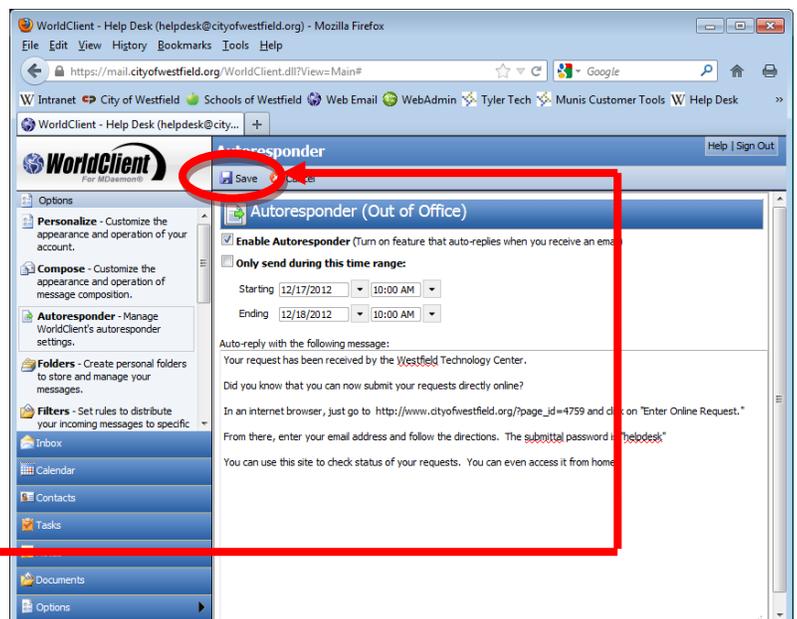
4. **Click on Autoresponder**

5. **Enable AutoResponder**
   Check Enable Autoresponder
   Schedule date range
   - Check "Only Send During This Time Range"
   - Start date & Time
   - End Date and Time
   Enter message to be sent in box

6. **Click Save**