

Auto Reply Information

To set up Auto Reply Click on the link below:

<https://admin.grandecom.net/virtual/>

To log on – type in your email address and password:

This is the first screen you will see

Management Interface for: *lsauceda@communityaction.com*

Username	Password	Forwards	Auto-Responder	Current Status
lsauceda@communityaction.com	<input type="button" value="Change"/>	<input type="button" value="Edit"/>	<input type="button" value="Manage"/>	Logged In

To set an Auto-Reply – Click on “Manage” – you’ll now see an additional box (see image below).

Text for Automated Response Message	Enabled	Edit
<input type="text" value="I am unable to reply to your message right now!"/> <input type="text" value="I will respond when I return on MM/DD/YYYY."/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="button" value="Save"/>

Type in your message

Click Enable

Click Save

Log Out

If you want to test your setting – send yourself a message and see if you get your own Auto-reply message.

NOTE: **DO NOT** change the password that we have set up for you.