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by **DELUXE**

Questions? Contact us at 1-888-740-0552

How to Set Up an Auto Responder Email

An auto responder email can be used to build a relationship with a subscriber without ever needing your direct attention.

To specify an email as an auto responder email:

→ Complete an email's creation up to the point where you are specifying the settings for scheduling your email. For a new email, the "Schedule Email" screen will be the last step of the "Create an Email" wizard. For an existing email, in the "Manage Emails" tab, find and click on the email that you would like to schedule and select **Schedule Email**.

→ Click on the button next to "Save as an Auto Responder."

→ Next, define when you want this email to be sent to contacts, choosing from options such as immediately following the addition of a new contact (i.e., a Welcome Email) or you can specify the amount of time you wish to elapse before your email is sent.

→ Your Auto Responder Email preferences are set and saved when you click on the "Next" button to proceed to the final steps of creating your email.

→ When managing existing auto responder emails, click on the "Manage Emails" tab to see detailed information about auto responder history and open rates.