

CPANEL AUTORESPONDER

YOUR EMAIL INSTALLATION GUIDE

Installing your email signature in CPANEL AUTORESPONDER

Please have your provided HTML file available and ready to install. Then simply follow the steps below to have your signature set-up in Gmail within minutes.

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STEP ONE

Open your provided Email Signature HTML file in **Notepad**.

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STEP TWO

Now that your email signature is open in Notepad, press **Ctrl + A** to select all of the code, then **Ctrl + C** to copy it.



```

jakecrowley_graphicdesigner_42730 (1).html - Notepad
File Edit Format View Help
30/images/578814762bc66.png?override=1468539173" style="border: none; display: block; width: 150px; height: 50px;"></td> <td style="font-size:1px;line-height:1px;white-space:nowrap;" width="12"></td><td> </td> <td style="font-size:1px;line-height:1px;white-space:nowrap;" width="12"></td> </tr></tbody></table></td> </tr><tr><td style="font-size: 17px; line-height: 17px; height: 17px; margin: 0px; padding: 0px; display: block;"><div style="font-size: 17px; line-height: 17px; height: 17px; margin: 0px; padding: 0px; display: block;"></div></td></tr><tr><td style="font-style: normal; font-family: Arial, Helvetica, sans-serif; font-size: 10px; color: #a1a1a1; line-height: 12px;"> <font face="Arial, Helvetica, sans-serif">  Think before you print. </font> </td> </tr><tr><td style="font-size: 17px; line-height: 17px; height: 17px; margin: 0px; padding: 0px; display: block;"><div style="font-size: 17px; line-height: 17px; height: 17px; margin: 0px; padding: 0px; display: block;"></div></td></tr><tr><td style="font-size: 17px; font-weight: normal; line-height: 17px; height: 17px; margin: 0px; padding: 0px; display: block;"><div style="font-size: 17px; line-height: 17px; height: 17px; margin: 0px; padding: 0px; display: block;"></div></td></tr></tbody></table></td></tr></tbody></table></body></html>

```

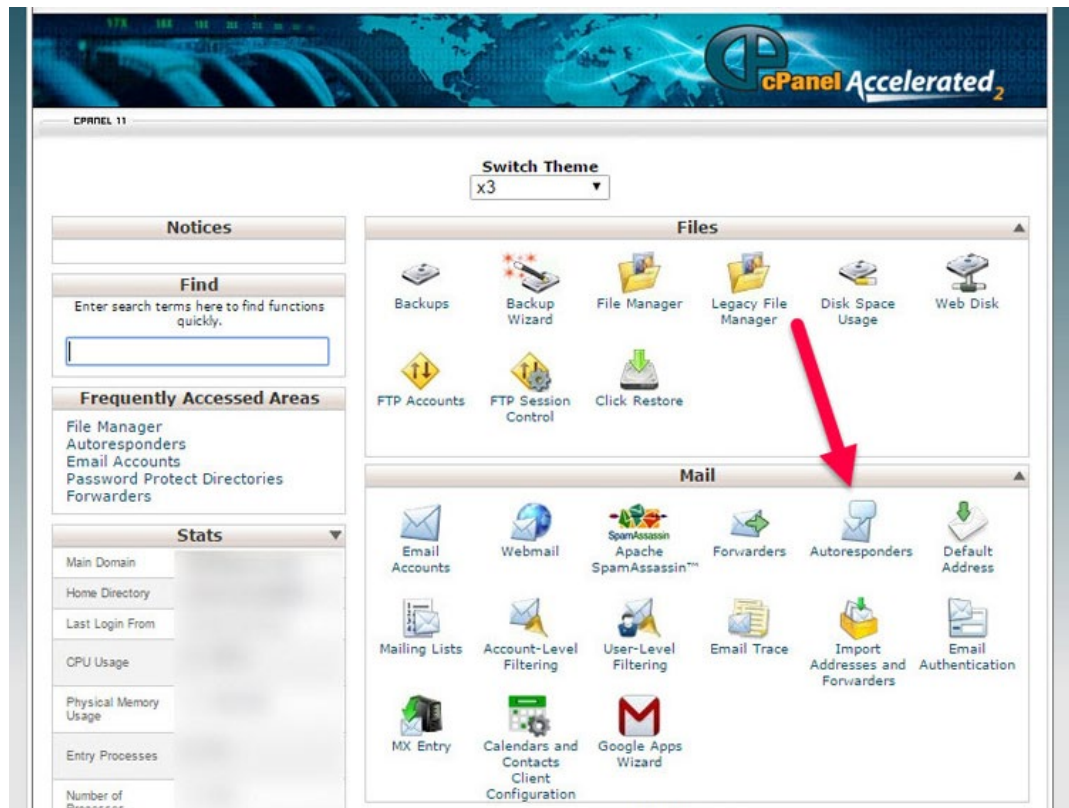


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STEP THREE

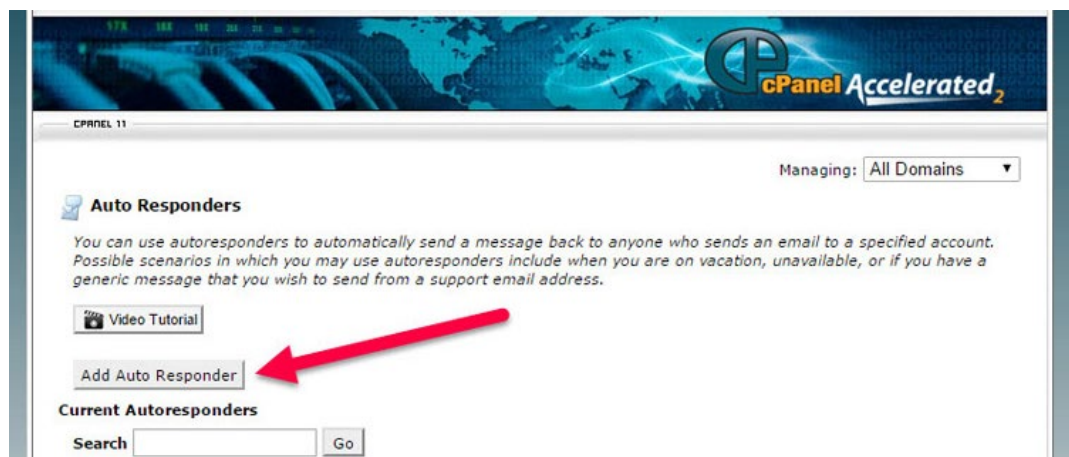
Login to your **cPanel** and click on **Autoresponders**.



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STEP FOUR

Click **Add Auto Responder**.



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STEP FIVE

Your Auto Responder creation screen will now be open and the first thing you need to do is change your character set to **utf-8**.

This is vital to ensure that all characters are viewed and translated correctly. Set a from name, subject, and tick the **This message contains HTML** checkbox.

Modify or Add an Autoresponder

IMPORTANT: If you do not create a forwarder or email account with the same address as this autoresponder, it will discard the message.

When you configure an autoresponder, use the following tags to format the response message:

- %subject% - The subject of the message that the autoresponder received.
- %from% - The sender of the message that the autoresponder received.
- %email% - The incoming email sender's address.

Character Set: ansi_x3.110-1983 **NOTE:** You must select this option before you change anything else or you will lose your changes.

Interval: sami

Email: sami-ws2

From: sen_850200_b

Subject: sen_850200_c

HTML: This message contains HTML

Body: shift_jis

Start: shift_jisx0213

Stop: t.101-g2

Character Set dropdown options: ansi_x3.110-1983, sami, sami-ws2, sen_850200_b, sen_850200_c, shift_jis, shift_jisx0213, t.101-g2, t.61-7bit, t.61-8bit, utf-7, **utf-8**, videotex-suppl, viscii, windows-1251, windows-1252, windows-31j

Body text area:

```

-//W3C//DTD HTML 4.0 Transitional//EN"
EC-html40/loose.dtd"><html><head><meta https-
tent="text/html; charset=utf-8"><meta
="width=device-width, initial-scale=1.0"><meta
Email Signature Rescue</title></head><body> <table
cing="0" border="0" style="font-family: Arial,
font-size: 14px; line-height: 16px; font-weight:
text-align: left; border-spacing: 0px;"><tbody><tr>

```

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STEP SIX

Click below into the **Body** field and press **Ctrl + V** to paste your copied email signature code. Set your **Start** date to immediately and your **Stop** date to Never unless otherwise required.

Once finished, click **Create/Modify** to complete the Autoresponder.

**All done! Your email signature is now installed within cPanel's
Autoresponder!**

