



Instructions for changing email password or setting up an “Away” message

Go to the mail control panel using the address supplied by support

Enter your login email address (*johnsmith@yourdomain.com*, etc.) and the password for your email account and click the “Log In” button.

Note: If you do not know your password, you must contact support (www.soundst.com/contact.htm) to have it reset. If it needs to be reset, it will also need to be changed in your Outlook email account setup.

Change your email password

- Click on the “Preferences” icon
- Enter your new password
- Enter your new password again on the “Confirm password” line
- Click “OK”

Note: If you change your password, it must also be changed in your Outlook email account setup. Please refer to the Outlook email setup document for more information.

Set up an away message

- Click on the “Auto responders” icon
- Click on the “Add New Auto responder” icon
- Enter an auto responder name (ie. *JulyVacation*)
- Enter your message in the “Reply with text” box
- Click “OK”
- Click on the “Enable” icon to turn on the auto responder feature

Note: All the other fields and settings are typically not needed. Click on the “Help” link on the left side of the page for additional information on these settings.

Remember to return to this screen and remove your auto responder when you return!