

1. Go to <http://webmail.networksonline.co.za/mail/toaster.admin>
2. Enter your credentials:

Example: if your e-mail address is info@networksonline.co.za, enter it as follows, using your corresponding password.



464748495051525354 mail administration

FREE

User Account

Domain Name

Password

Login

Login

3. Once logged in, the following options will be available to you:

464748495051525354
mail administration

main menu



networksonline.co.za

Main Menu

Modify User info

Quota:

Limit: 10 MB

Used: 0.02 MB

Refresh Menu

Log Out

4. Click on the 'Modify User' link

Modify User: info@networksonline.co.za

Real name

New Password Verify

Quota (MB) (NOQUOTA for unlimited)

Routing Standard Forward Vacation

Forward To: Save a Copy

Vacation Subject:

Vacation Message:

[[Email Accounts](#) | [Main Menu](#)]

5. Select the radio button to the left of 'Vacation'
6. Enter the subject you would like in your auto-response in the 'Vacation Subject' field
7. Enter the body of the e-mail you would like in textbox to the right of 'Vacation Message:'
8. Once complete, click on the 'Modify User' button, for your changes to take effect.

Modify User: info@networksonline.co.za

Real name

New Password Verify

Quota (MB) (NOQUOTA for unlimited)

Routing Standard Forward Vacation

Forward To: Save a Copy

Vacation Subject:

Vacation Message:

Please note that I will be out of the office from the xx/xx/xxxx to the xx/xx/xxxx. Please direct any queries to Xxxxx on 011 123-4567.

Regards,
Xxx

[[Email Accounts](#) | [Main Menu](#)]

9. Click on the 'Main Menu' link on the bottom right of the screen.



10. Click on the 'Modify User' link to verify that the vacation message you have just configured is active.
11. Once done, click on the 'Main Menu' link again, and click on the 'Log Out' link