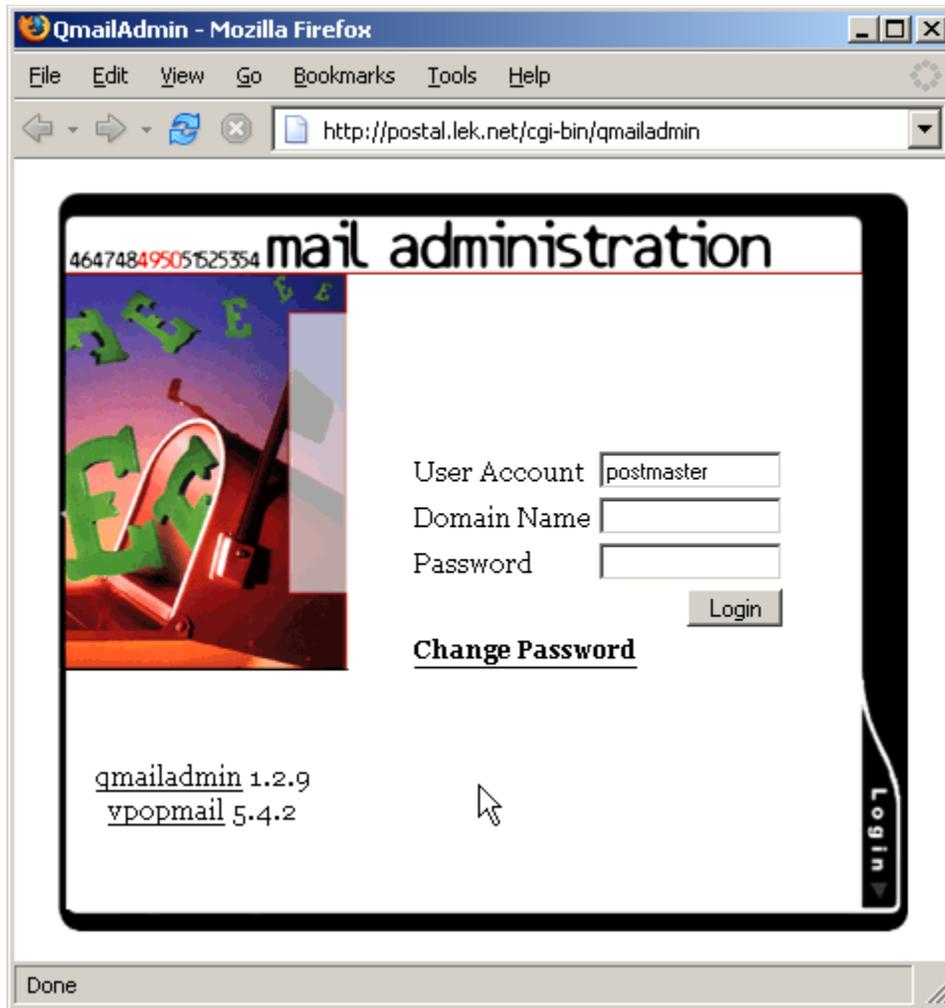


# LEK INTERNET SERVICES

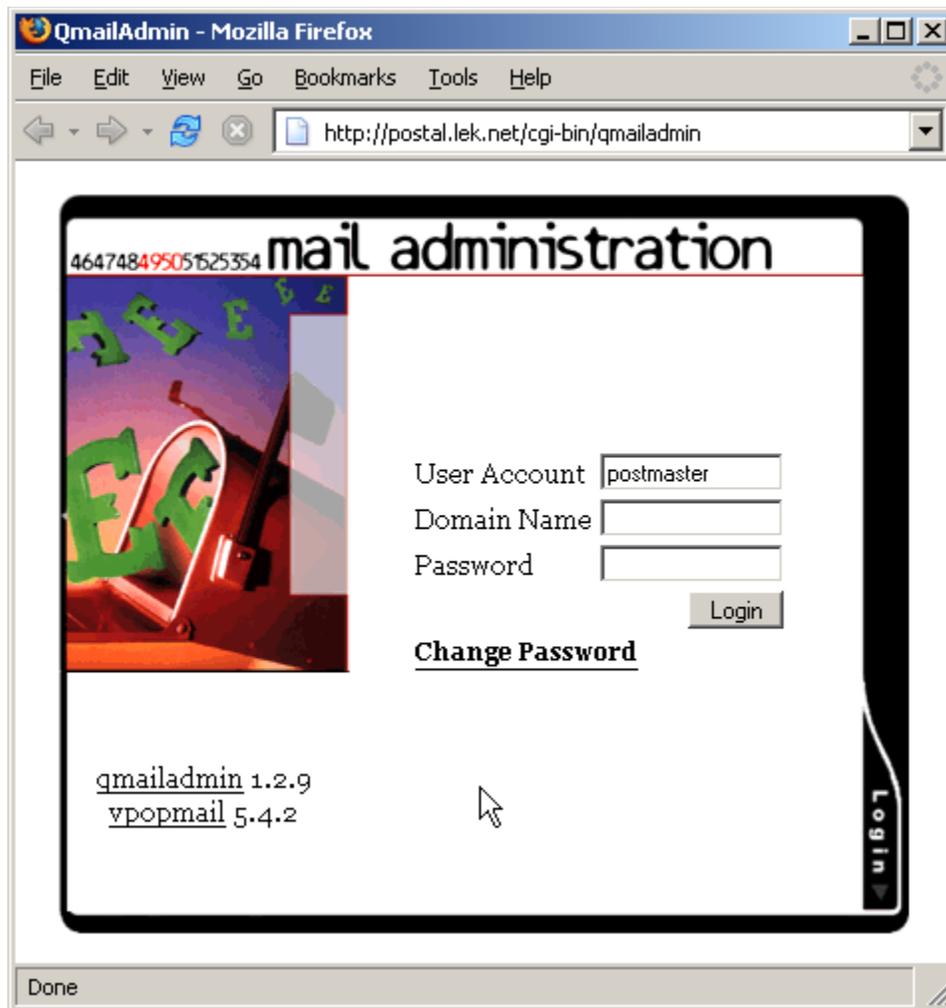
## HOW TO SET UP A VACATION MESSAGE (LEK HOSTED EMAIL)



These are step-by-step instructions with one step per page. For additional questions about this document or any other technical support issues please contact support@lek.net or call 330.762.2040 during regular business hours.

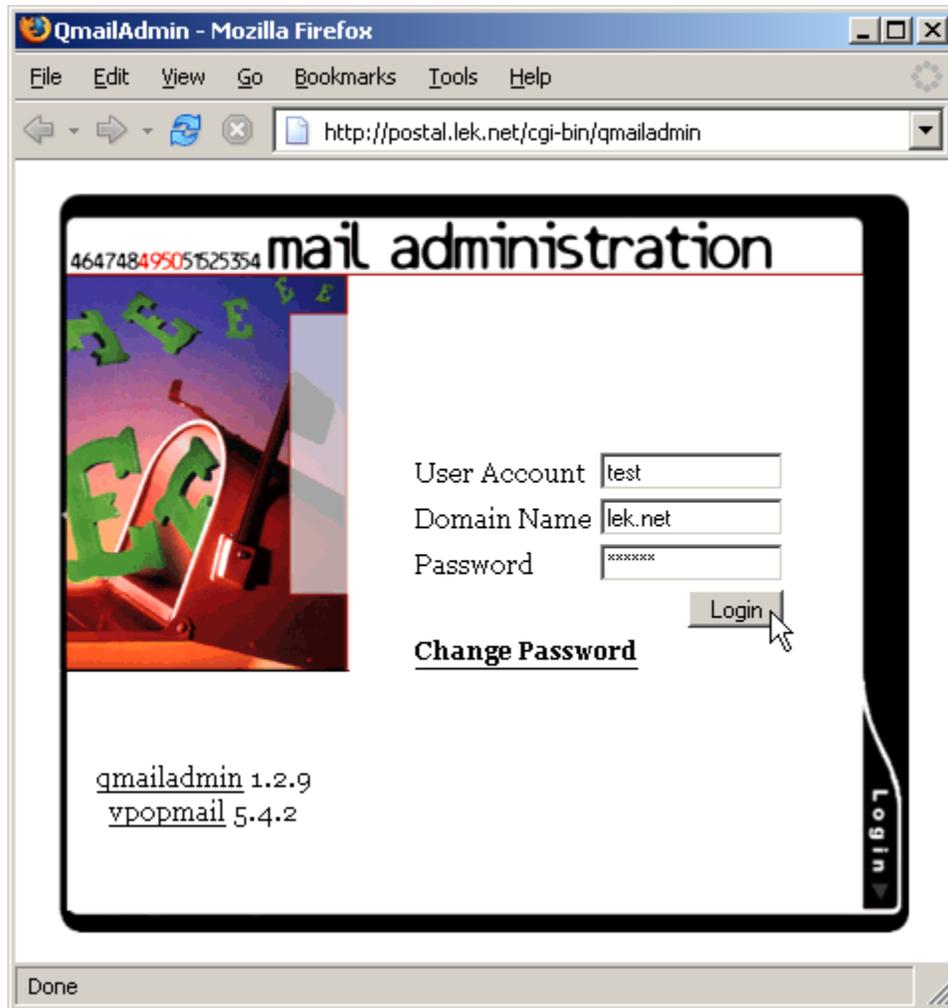
**Step 1:**

- Using a web browser open the QmailAdmin web page;  
http://qmailadmin.lek.net.



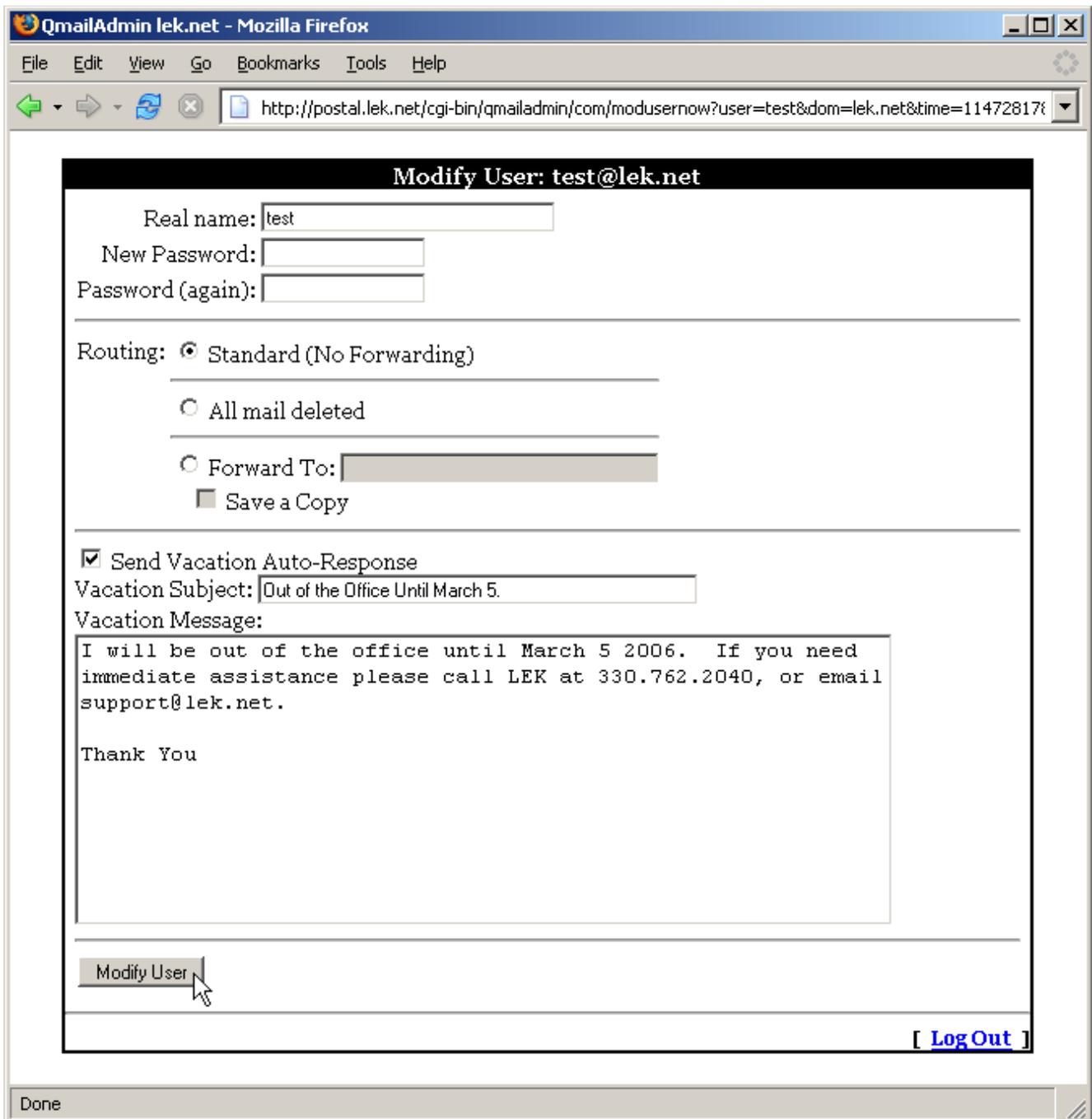
**Step 2:**

- Fill in the 'User Account', 'Domain Name', and 'Password' fields with the appropriate information.
- If your email address was *test@lek.net* the 'User Account' field would contain *test*, the 'Domain Name' field would contain *lek.net*, and the 'Password' field would contain your password.



**Step 3:**

- After logging in the 'Modify User' page is loaded.
- Check the box that reads 'Send Vacation Auto-Response' on the lower half of the 'Modify User' page. Type your vacation subject and vacation message in the appropriate text boxes then click 'Modify User'.
- Click 'Log Out' on the bottom right of the 'Modify User' page.



**Step 4:**

- Test the vacation message by sending an email to the account set up in the previous steps.
- Be sure that both the vacation message is received and the original message was delivered (a screen shot of the sample vacation message is below). If both messages are not received there is a problem that could result in loss of email during the duration of the vacation message. Please call LEK technical support at 330.762.2040 or email [support@lek.net](mailto:support@lek.net).

