Configuring Vacation Messages

Enable an out-of-office reply while you are away from email.

Vacation messages (out-of-office replies) automatically inform senders that you are unavailable and when you expect to return.

Enable a vacation message

1. Go to **Email Manager → Vacation Messages**.
2. Select the mailbox.
3. Enable the vacation message.
4. Write your subject and message — include your return date and an alternate contact if urgent matters arise.
5. Set optional start and end dates so the reply turns off automatically.
6. Save.

Important notes

Vacation messages typically reply once per sender to avoid mail loops. Mail still arrives in your inbox normally; only an automatic reply is sent. Remember to disable the vacation message when you return if no end date was set.

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