Email · cPanel

Configuring Vacation Messages

Set an out-of-office reply for your cPanel email account while you are away.

Vacation messages (out-of-office replies) automatically respond to incoming mail while you are unavailable, letting senders know when to expect a reply.

Enable a vacation message

1. Go to **Email → Autoresponders** or open webmail and look for vacation/out-of-office settings.
2. Click **Add Autoresponder** for the mailbox you will be away from.
3. Set a start date and end date matching your absence.
4. Write a clear subject such as "Out of Office" and a message with your return date and an alternate contact if urgent.
5. Save the autoresponder.

Tips for effective vacation replies

- Include your return date and whether you will check email occasionally.
- Provide a colleague or support address for urgent matters.
- Disable the autoresponder promptly when you return to avoid confusing senders.

On DanumHost accounts, vacation messages are managed through the same autoresponder tool in cPanel.

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