Vacation Message (Autoresponder)

Setting Up Your Vacation Message (Autoresponder)

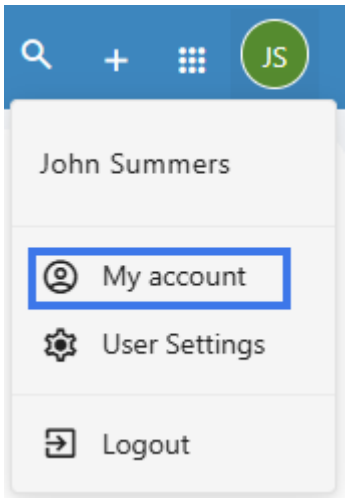
A vacation message automatically notifies people that you are away or unavailable. To prevent email loops and technical issues, the system sends one automatic reply per sender every hour.

How to Enable Your Vacation Message

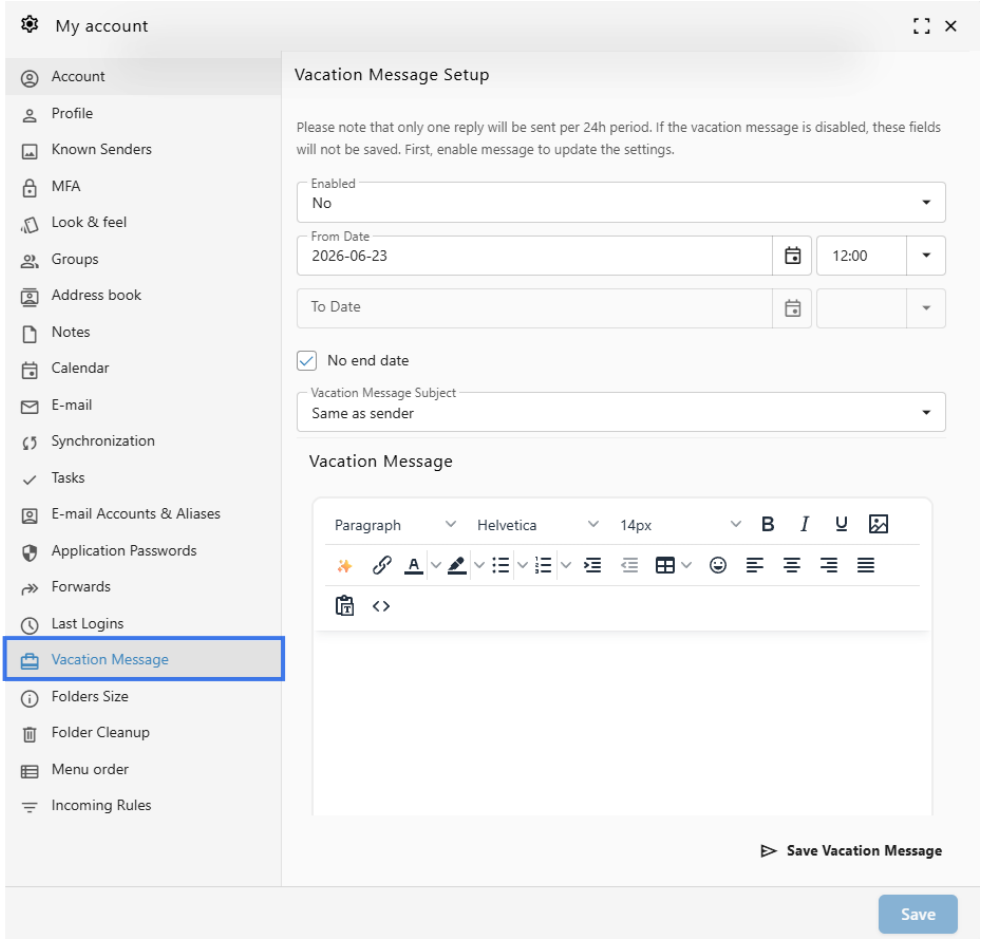
Option 1: From the Webmail (Recommended)

1. Go to the **Webmail.** Log in using your full **e-mail address** and your **current e-mail password.**
2. Click on the **User** icon from the top right to activate the menu. Then click on **My account**

3. **Access Settings:** Click on the **User icon** in the top-right corner and select **My account**.



4. **Configure:** Navigate to the **Vacation Message** tab.

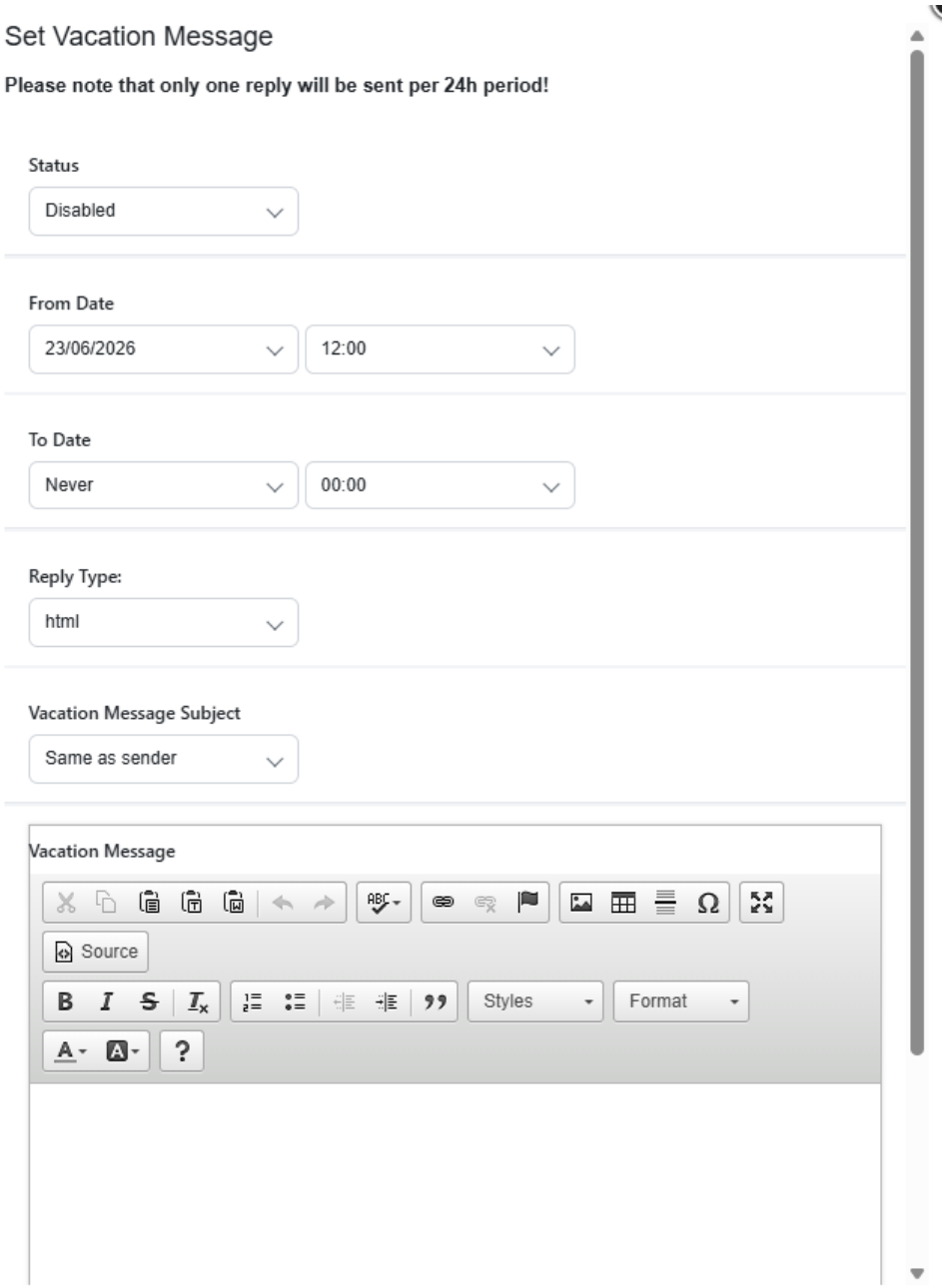


5. **Set the Schedule:**
   - Ensure the **Status** is set to **Enabled**.
   - Choose a **From** and **To** date. If you leave these blank, the message will remain active until you manually disable it.
6. **Write your Message:**
   - Enter your text in the **Vacation Message** box.

7. **Save:** Click the **Save Vacation Message** button.

Option 2: From the User Panel

1. Visit the **User Control Panel** (https://cp.emailarray.com).
2. Log in using your full email address and password.
3. Click the **Vacation Message** icon (the envelope with an arrow).



4. **Set the Schedule:**
   - Ensure the **Status** is set to **Enabled**.
   - Choose a **From** and **To** date. If you leave these blank, the message will remain active until you manually disable it.
5. **Write your Message:**
   - Enter your text in the **Vacation Message** box.
6. **Save**: Click the **Update** button.

How to Disable Your Vacation Message

Option 1: From the Webmail (Recommended)

1. In the **Webmail**, go to **User Icon** > **My account** > **Vacation Message**.
2. Switch the **Enabled** to **No**
3. Click **Save**.

Option 2: From the User Panel

1. In the **User Control Panel**, click the **Vacation Message** icon.
2. Select **Disabled** from the Status menu.
3. Click **Update**.

> **Pro-Tip:** If you are using the date range feature, your vacation message will automatically stop sending at the end of your "To" date, so you don't have to worry about turning it off the moment you get back!

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