

Vacation Message / Auto Reply

Auto reply messages are a great way to let people know when you will be away for an extended period of time. You can leave a message or provide alternate contact information. The following tutorial explains how you can set up a vacation message to send automatic reply email messages to your senders.

The screenshot shows the Webmail interface for the user hr@awesomelawncare.com. The 'Mail Settings' page is open, with the 'Vacation' tab selected. The 'Vacation / Out of Office' section is active, displaying a text box for the auto-reply message. The message text is: "The HR department will be on vacation from July 22 to November 13. If you have not received your pay stub, please pick up your termination forms from the manager on duty. Thank you." Below the text box, the 'Enable vacation message' checkbox is checked. The 'Save' button is highlighted. The sidebar on the left shows 'Mail' selected under 'Settings'.

To set up your auto reply message, please complete the following steps:

1. Select Mail under Settings.
2. Click on the Vacation tab.
3. Type your auto reply message in the text box.
4. Put a check next to "Enable vacation message."
5. Click Save.

Need More Help?

If this still isn't working, doesn't make sense, or you just want to talk to someone, here is how you can reach us:

Telephone: 1-866-731-6556 (North America Toll Free);
416-538-5498 (local)

Email: help@hover.com

Twitter: [@HoverCS](https://twitter.com/HoverCS)

Join us on Facebook: <http://about.hover.com/facebook>

Article Shortcut: <http://about.hover.com/vacationmessage>
