

Set vacation auto-reply

Overview

When a vacation reply is set, the sender receives an auto-generated reply from the system. This message will automatically send to anyone who emails you while you are out of the office.

Configure Vacation Reply

To enable the vacation reply,

1. Navigate to the **Settings** interface and select the **Vacation Reply** option.
 2. Toggle this switch to **enable or disable the vacation reply**.
 3. The values for **Time interval in hours** and **Max number of replies** will determine the maximum number of auto-replies to be sent to a sender within the time interval.
 - For example, if the **Time interval in hours** is set to 12 and the **Max number of replies** is set to 2, the sender will get only 2 auto-replies, even if she sends more than 2 emails within the 12 hours interval.
 4. The **Start Date** and the **End date** are used to automate the start and stop of the Vacation Reply. Vacation replies will be sent only within this period.
 5. The **Subject** and **Message Body** define the email message to be sent.
 6. If you want **separate messages for internal and external senders**, then turn this setting on.
 7. If you have selected to send a separate message to external senders, then the message to the external senders has to be defined in the **Subject for external users** and **Autoreply message for external users** fields.
 8. Click on Save to enforce the new settings.
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