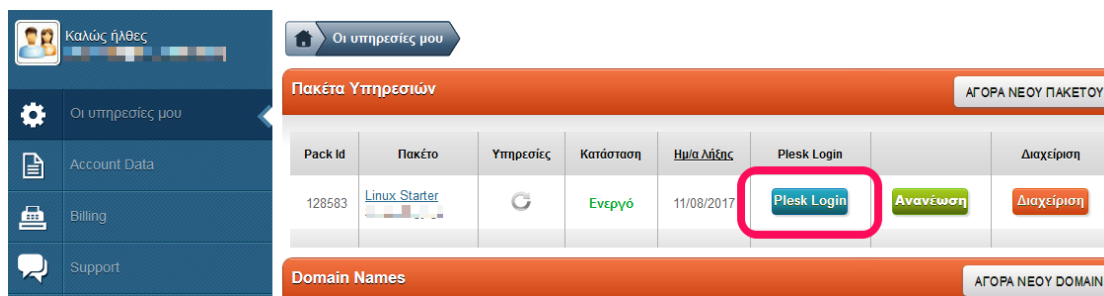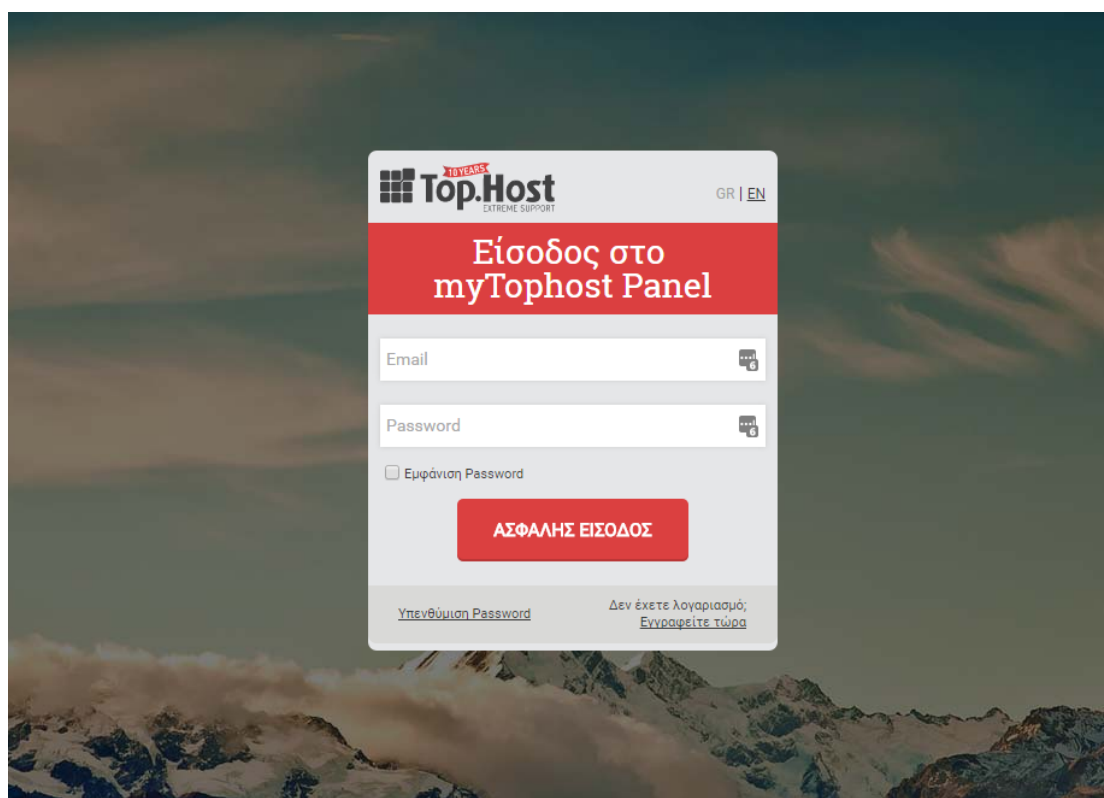# How can I activate an auto reply for my email account?

- 2021-08-02 - Email

Plesk allows you to send auto replies (e.g. "we are out of office", "we are on holidays" etc.) from your email account. In order to configure this setting, follow the instructions described below:

1. Log into myTophost Panel and click on **Plesk Login** in order to connect to the Plesk of the plan that you are interested in.

2. In the **Mail** tab, select the email account that you want to activate the Auto Reply for.

addresses. You can also set up protection from spam and viruses, if these services are available for your account.

| Create Email Address | Refresh Usage Stats | Limit Outgoing Messages | Remove |

5 items total

☐	Email address ▲		U
☐	admin@▮▮▮▮▮▮.eu	➡ c▮▮▮▮▮▮▮@gmail.com	a
☐	info@▮▮▮.eu		ir
☐	info@▮▮▮▮▮▮.eu		ir
☐	▮▮a@▮▮▮▮.eu	➡ ▮▮▮▮▮▮▮@gmail.com	
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5 items total

3. Click on **Auto Reply**.

| General | Forwarding | Email Aliases | Auto-Reply | Spam Filter |

4. Check the box **Switch on Auto reply** and fill in the following fields:

 – In **auto-reply message subject**, enter the desired subject, e.g. Holiday reply (1).

 – In **auto-reply message text**, enter the content of the email that will be sent as a reply, e.g. Our office is closed until 05/10/2016 (2).

 – In **Send an automatic response to a unique email address no more than**, enter the how many times (number) you want the auto reply to be sent (3).

 – Check the box **Switch off auto-reply on** and enter the date when you wish the auto reply service to stop. Click on **Apply** and **OK** (4).

General | Forwarding | Email Aliases | Auto-Reply | Spam Filter

Set up an automatic response to any mail message coming to your email address. Auto-reply is a standard means to notify your correspondents that you are out of office or on vacation

☑ Switch on auto-reply

Auto-reply message subject *   Re: <Auto Reply>   1

Message format   ● Plain text
                  ○ HTML
Plain text format is supported by all mail client programs, therefore, all recipients will see the message in the same way as you see it. HTML messages look better because they let you enter formatted text with different font styles. However, some mail clients do not support HTML messages and some of recipients may not see the formatted text.

Encoding   UTF-8
Encoding defines how the text characters are displayed. The recommended encoding is UTF-8.

Auto-reply message text   We will contact you as soon as possible   2

Plain text only, no HTML is allowed. All tags will be ignored.

Forward to
When the automatic response is sent, the original message will be forwarded to the specified email address.

Send an automatic response to a   1   times a day. 3
unique email address no more
than *

Attach a file   Browse... No file selected.   🗑 Remove
                 ➕ Add an attachment

☐ Switch off auto-reply on   05   October   2016   4

* Required fields   OK   Apply   Cancel