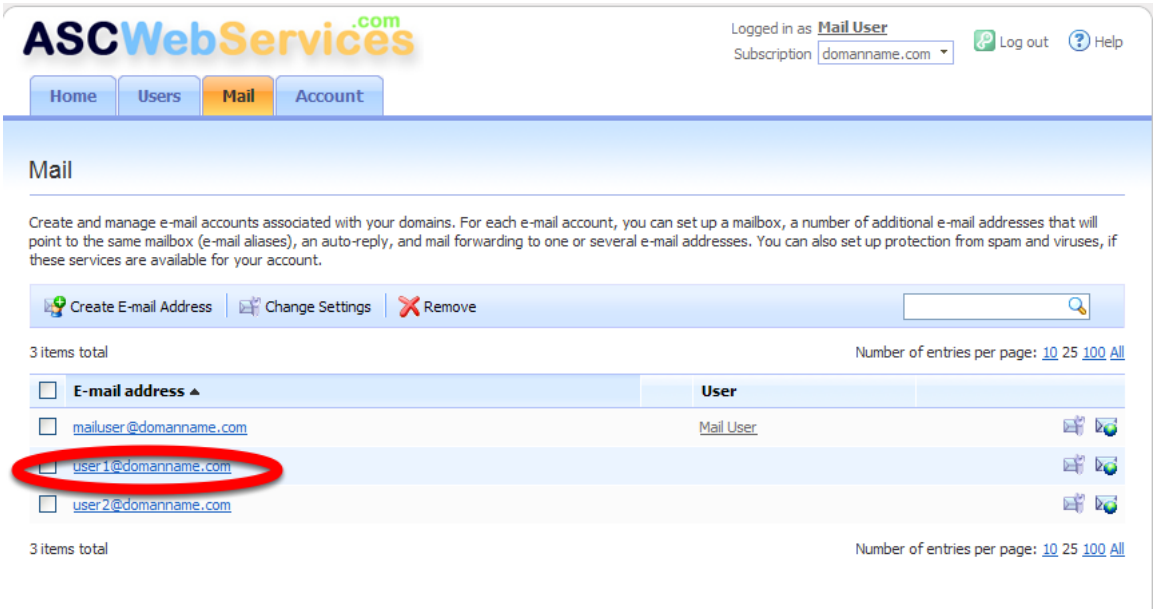
How to add an Out Of Office (OOO) message in Plesk 10.X

Parallels is the manufacturer of your mail user interface, Plesk. When they came out with version 10.X, they decided to move away from individual user management of mail settings and go to an Administrator model. Where one user login is able to administer all mailboxes. Important: Anyone who has access to this administrator account can change any mailbox password, and thus have access to the mail box. (There is a way to configure Plesk to allow an individual user to manage their own mailbox. Please contact ASCWebServices if you feel this is needed.) Follow these directions to administer your mailboxes. (When you wish to check your mail using webmail, you will still log in to Hoard, your webmail interface.)

Log in to Plesk

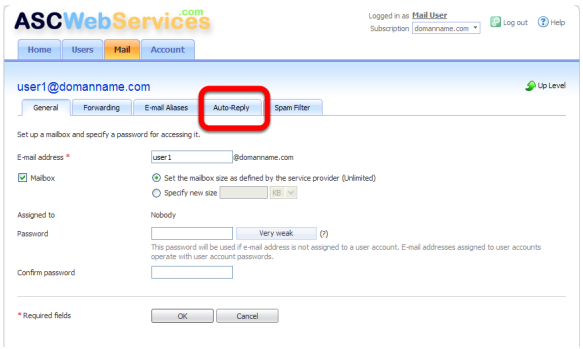
Go to: http://plesk.ascwebservices.com, Enter the email address and password you were given as the "mail admin" account info.

Click on the Mail tab

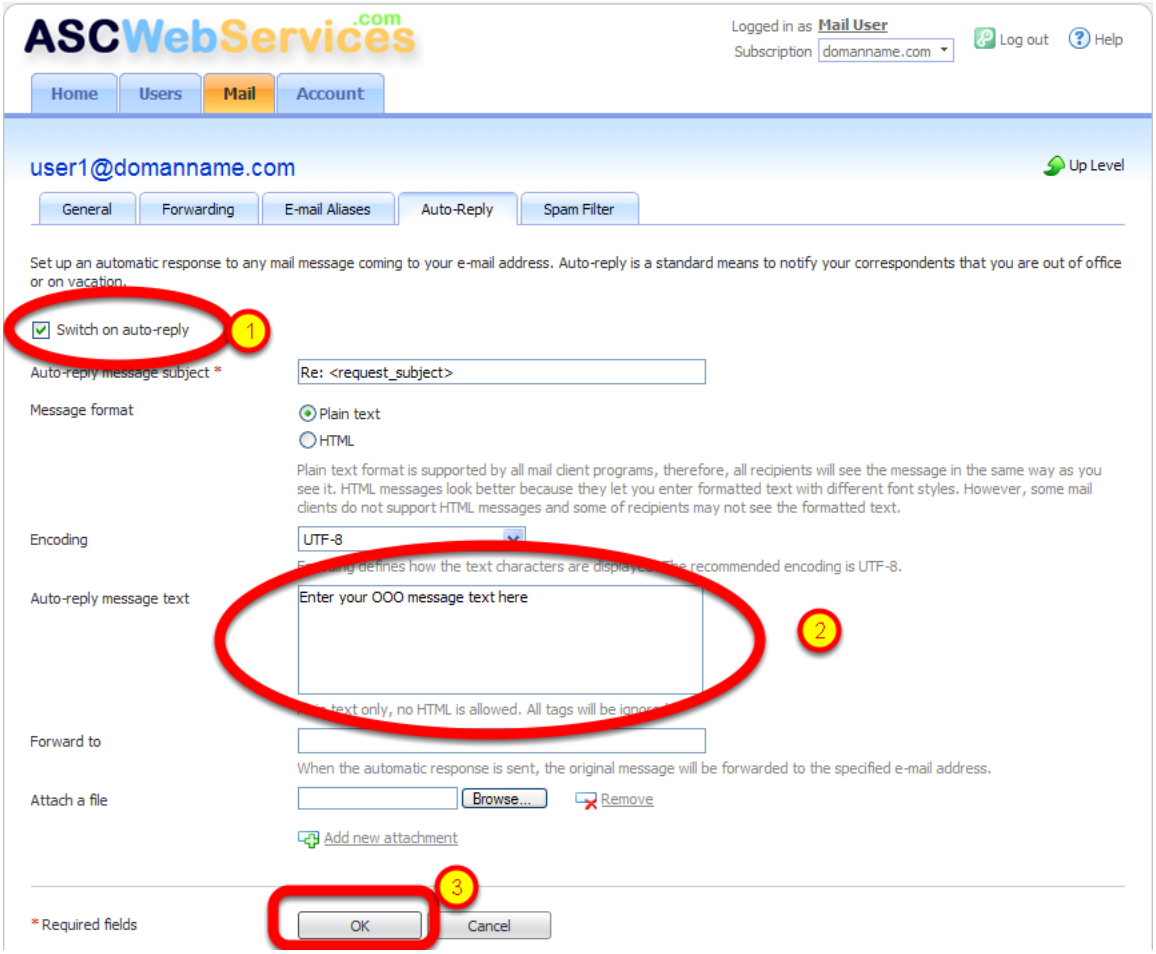


Clcik on the email address of the mail user you wish to create an OOO message for.

Click on the Auto-Repy tab.



Create your OOO message text



1. Put a check in the "switch on auto-reply" box.
2. Enter the text of your OOO message.
3. Leave all other fields as they are and click OK to save your message.

You may turn your message on or off, with the "switch on auto-reply" box.