

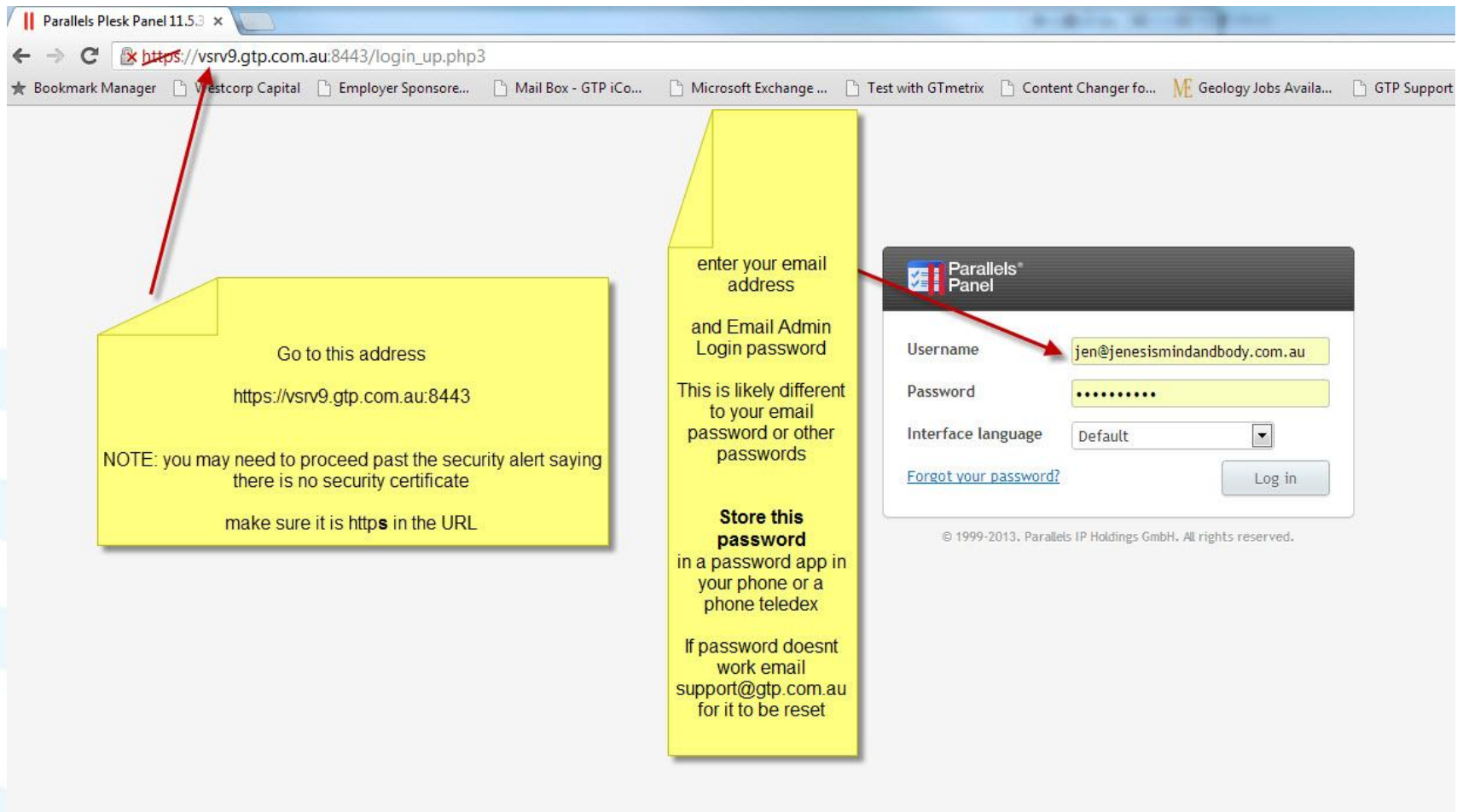
# Setting up an Auto Reply for Your Email on Parallels Plesk 11.5

Example here is for VSRV9 email accounts with GTP.

Images are generic for Plesk 11.5 Panel



# Visit <https://vsrv9.gtp.com.au:8443>



Parallels Plesk Panel 11.5.3

[https://vsrv9.gtp.com.au:8443/login\\_up.php3](https://vsrv9.gtp.com.au:8443/login_up.php3)

Bookmark Manager | Vestcorp Capital | Employer Sponsore... | Mail Box - GTP iCo... | Microsoft Exchange ... | Test with GTmetrix | Content Changer fo... | ME Geology Jobs Availa... | GTP Support

**Go to this address**

<https://vsrv9.gtp.com.au:8443>

**NOTE:** you may need to proceed past the security alert saying there is no security certificate

make sure it is **https** in the URL

enter your email address

and Email Admin Login password

This is likely different to your email password or other passwords

**Store this password**

in a password app in your phone or a phone teledex

If password doesn't work email [support@gtp.com.au](mailto:support@gtp.com.au) for it to be reset

**Parallels® Panel**

Username:

Password:

Interface language:

[Forgot your password?](#)

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# Click Mail Tab

The screenshot displays the Parallels Panel web interface. At the top, the header bar includes the Parallels logo, the text 'Logged in as: Jennifer Atkins', a 'Help' link, a search bar, and the Parallels logo again. Below the header, a navigation bar contains three tabs: 'Websites & Domains', 'Mail', and 'Account'. A red arrow points from a yellow callout box labeled 'Click Mail' to the 'Mail' tab. The main content area is titled 'Websites & Domains' and contains a description: 'This is where you set up and manage websites. If you have multiple subscriptions associated with your account, then you can switch from one subscription to another by selecting the subscription from the top of the screen.' Below this, there is a section for the website 'jenesismindandbody.com.au' with links for 'Hosting Settings', 'Open', and 'Preview'. At the bottom of this section are links for 'DNS Settings' and 'Logs'. On the right side, there is a 'Domains' section with links for 'Register Domain Names' and 'Manage Domain Names'.

Parallels® Panel

Logged in as: Jennifer Atkins  
Subscription: jenesismindandbody.co...

Help Search...

Websites & Domains Mail Account

## Websites & Domains

This is where you set up and manage websites. If you have multiple subscriptions associated with your account, then you can switch from one subscription to another by selecting the subscription from the top of the screen.

**Click Mail**

[jenesismindandbody.com.au](#) [Hosting Settings](#)

Website at [httpdocs/](#) IP address: 27.54.129.210 System user: jenesismb

[Open](#) [Preview](#)

[DNS Settings](#) [Logs](#)

**Domains**

[Register Domain Names](#)

[Manage Domain Names](#)

# Click on an Email Address

Parallels® Panel

Logged in as Jennifer Atkins  
Subscription jenesismindandbody.co...

Help Search...

Websites & Domains Mail Account

## Mail

Create and manage email accounts associated with your domains. For each email account, you can set up a mailbox, a number of additional email addresses that will point to the same mailbox (email aliases), an auto-reply, and mail forwarding to one or several email addresses. You can also set up protection from spam and viruses, if these services are available for your account.

Create Email Address Change Settings Refresh Usage Stats Remove

1 items total Number of entries per page: 10 25 100 All

Email address ^	User	Usage
<a href="mailto:jen@jenesismindandbody.com.au">jen@jenesismindandbody.com.au</a>	Jennifer Atkins	1.17 MB used of 200 MB

1 items total Number of entries per page: 10 25 100 All

Click on an email address

# Click on Auto Reply

Parallels® Panel

Logged in as Jennifer Atkins ▾  
Subscription jenesismindandbody.co...

Help ▾ Search...

Websites & Domains Mail Account

jen@jenesismindandbody.com.au [Up Level](#)

General Forwarding Email Aliases **Auto-Reply** Spam Filter Antivirus

If this email account is associated with an auxiliary user (Access to the Control Panel is enabled), the changes you make on this page affect this user's settings. Particularly, if you change the email address and password, the auxiliary user's login and password will be changed to the new values as well.

Email address \* @jenesismindandbody.com.au

Password  Very weak (?)

This password will be used for accessing the mailbox and for logging in to Panel if the address is associated with an auxiliary user.

Confirm password

☒ Mailbox

☒ Default size (200 MB)

☐ Another size  MB ▾

The mailbox size cannot exceed the default size.

\* Required fields

**Click on Autoreply**

# Set Your Auto Reply and Save

Parallels® Panel  
Logged in as Jennifer Atkins  
Subscription: jenesismindandbody.co...  
Help Search...  
Websites & Domains Mail Account

jen@jenesismindandbody.com.au [Up Level](#)

General Forwarding Email Aliases Auto-Reply Spam Filter Antivirus

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 **Switch it on and switch it off from here.**

Auto-reply message subject \* Re: <request\_subject>

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  

**Put in your auto reply  
e.g. I am away until...**

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 unique email address no more than \* 1 times a day.

Attach a file  
Choose File No file chosen Remove  
Add new attachment

\* Required fields  
OK Cancel

**Click OK**

# End of How to Set Up An Auto Reply on Parallels Plesk 11.5

[www.gtp-icommerce.com](http://www.gtp-icommerce.com)

Support: [support@gtp.com.au](mailto:support@gtp.com.au)

Phone: 1300 856 533

SMS: 0411 352 766

Cloud CRM: <http://www.gtphub.com>

