

# Gmail

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# How to Set Up a Vacation/Out of Office Response

**This article will show how to set up a vacation/out-of-office response in Gmail.**

1. From your School Gmail Account, Select the **Gear Icon** (1), then **Settings** (2).

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2. Select "See all settings".

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3. Scroll down to the **Vacation Responder** section. Select **Vacation Responder On** (3). Enter an appropriate **Subject** (4) and a **Body** for the email (5).

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4. Scroll down and click "Save Changes". Now anyone who emails you will get this response.

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# How to Forward Emails to a New Email Address

**This article will show how to forward emails to a new email address in Gmail.**

1. Click the gear in the upper right hand corner.

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2. Select "See all settings".

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3. Select the "Forwarding and POP/IMAP" tab.

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4. Click "Add a forwarding address".

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5. Enter your new email address and click "Next".

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