

# Gmail

- [How to Set Up a Vacation/Out of Office Response](#)
- [How to Forward Emails to a New Email Address](#)

# 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).

[image-1624034001147.png](#)

Image not found or type unknown

2. Select "See all settings".

[image-1624021996918.png](#)

Image not found or type unknown

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).

image-1624034016541.png

Image not found or type unknown

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

image-1624033918412.png

Image not found or type unknown

# 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.

[image-1624021942428.png](#)

Image not found or type unknown

2. Select "See all settings".

[image-1624021996918.png](#)

Image not found or type unknown

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

[image-1624034342838.png](#)

Image not found or type unknown

4. Click "Add a forwarding address".

[image-1624034436784.png](#)

Image not found or type unknown

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

[image-1624034500827.png](#)

Image not found or type unknown