

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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