

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

2. Select "See all settings".

image-1624021996918.png

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

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

image-1624033918412.png

Revision #3

Created 18 June 2021 16:29:09 by Brittany Hice

Updated 14 April 2022 13:34:55 by Brittany Hice