Create an Auto-Reply Message:

You can set up a vacation response in your Gmail settings that will automatically reply to anyone who emails you. While the vacation response is enabled, an email response will be sent to anyone who contacts you.

1. At the top right, go to the **Gear** icon and select **Settings** from the drop-down list.
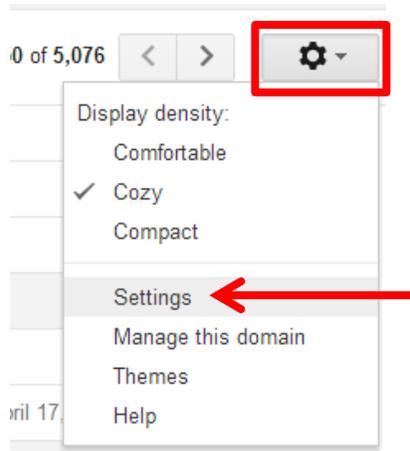
2. Under the **General** tab, scroll to the bottom and location the **Vacation Responder** section.
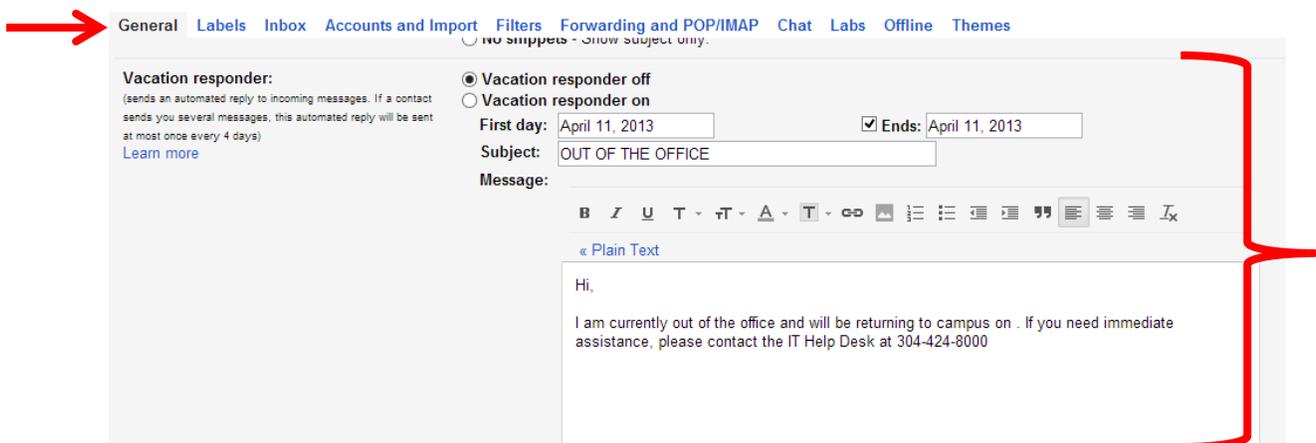
3. Click on the radio button next to **Vacation Responder on** to enable the feature.
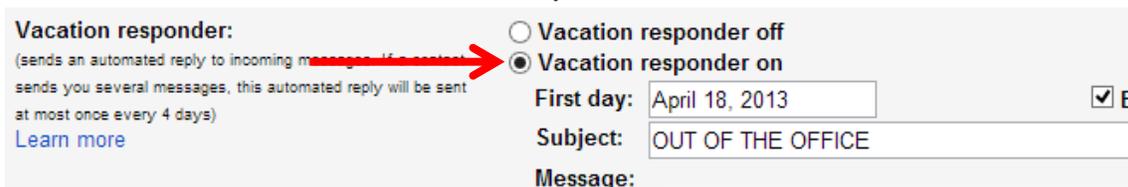
4. Enter the information related to how long you will be out of the office and what kind of message you wish to have sent back to any user who sends you an email during this time.

How long the vacation responder will be active.

Select a start date of the Vacation Responder.

NOTE: It will start on **Midnight** of the day selected.

Subject of the response email

Body of the response email

5. Once all fields are filled out, make sure to click the **Save Changes** button at the bottom of the screen.
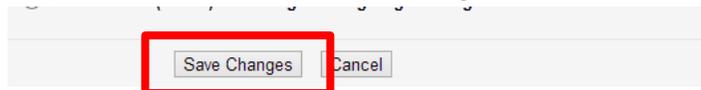
6. After you click the **Save Changes** button, you will be redirected to your inbox. You will notice at the top of the screen a pastel yellow bar indicating the **Vacation Responder is on.**
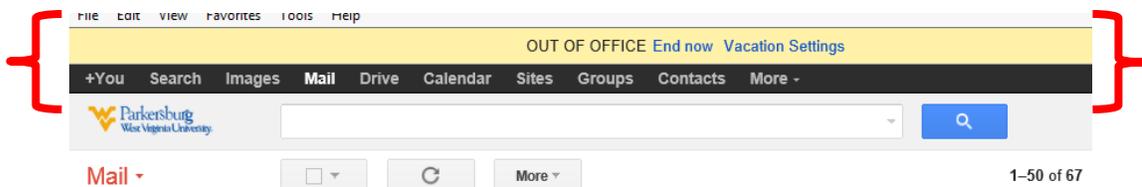
If someone sends you an email when the vacation responder is enabled, the sender will receive an email.

Jane Doe	OUT OF OFFICE Re: REPORT IS DUE FRIDAY - I	9:06 am

7. If you want to end the Vacation Responder **before** its scheduled end date, you can either click the **Vacation Settings** link and change the end date OR click the **End Now** button to disable the Vacation Responder from the pastel yellow bar at the top of your Gmail inbox.

OUT OF OFFICE End now Vacation Settings

Note: The Vacation Responder will automatically disable on the end date specified.