## 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.

Vacation responder: (sends an automated reply to incoming messages. If a contact	Vacation r Vacation r	esponder off esponder on
sends you several messages, this automated reply will be sent at most once every 4 days)	First day:	April 11, 2013 II. April 11, 2013
Learn more	Subject:	OUT OF THE OFFICE
	Message:	
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		« Plain Text
		Hi,
		I am currently out of the office and will be returning to campus on . If you need immediate assistance, please contact the IT Help Desk at 304-424-8000
		I am currently out of the office and will be returning to campus on . If you need imme assistance, please contact the IT Help Desk at 304-424-8000

3. Click on the radio button next to Vacation Responder on to enable the feature.

Vacation responder:	◯ Vacation	responder off	
(sends an automated reply to incoming messages. If a context	Vacation	responder on	
sends you several messages, this automated reply will be sent at most once every 4 days)	First day:	April 18, 2013	✓ E
Learn more	Subject:	OUT OF THE OFFICE	
	Message:		

**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.

Vacation responder: (sends an automated reply to incoming messages. I a contact sends you seve al messages, this automated reply will be sent at mod	<ul> <li>○ Vacation re</li> <li>○ Vacation re</li> <li>&gt; First day: Subject: Message:</li> </ul>	April 18, 2013 I Ends: April 25, 2013	How lo	ong the vacation Ider will be active.
Select a start date of the Vacation Responder.		₿ <mark>ℤ</mark> ⊍Т҂नт҂≜҂Т҂ҫѻ⊾≣≘Еख ≣≣≣≣Д <sub>х</sub>	<b>"</b>	Subject of the response email
NOTE: It will start on <u>Midnight</u> of the day selected.		« Plain Text Hi, I am currently out of the office and will be returning to campus on . you need immediate assistance, please contact the IT Help Desk a 304-424-8000	lf at	Body of the response email
	[ [ P	☐ Only send a response to people in my Contacts ☐ Only send a response to people in West Virginia University - arkersburg		

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.

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	V Par Wes	kersburg Viginia University.									-	Q	
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If someone sends you an email when the vacation responder is enabled, the sender will receive an email.

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 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.



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