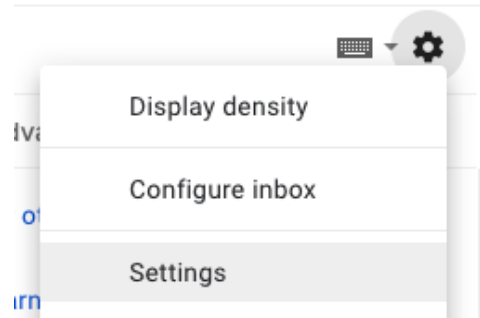


How to Set Email Out Of Office: [Gmail](#)



1. Open Gmail in your web browser, and click the cog icon in the top right.

2. Open 'Settings', and scroll down to the section named 'Vacation Responder'.



3. Switch Vacation Responder to 'On'. Choose the date and time period you wish your Out Of Office to remain active for, enter the message you wish to use for your Autoreply in the text field, and click 'Save Changes'.

Vacation responder:

(sends an automated reply to incoming messages. If a contact sends you several messages, this automated reply will be sent at most once every 4 days)
[Learn more](#)

☐ Vacation responder off

☒ Vacation responder on

First day: December 7, 2018

☒ Last day: January 2, 2019

Subject: Automatic Reply

Message:

Sans Serif **B** *I* U

[« Plain Text](#)

Sorry - I'm on holiday until 2nd January 2019.

In an emergency, please call _____

☒ Only send a response to people in my Contacts

Save Changes

Cancel