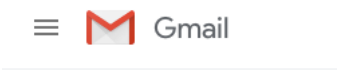
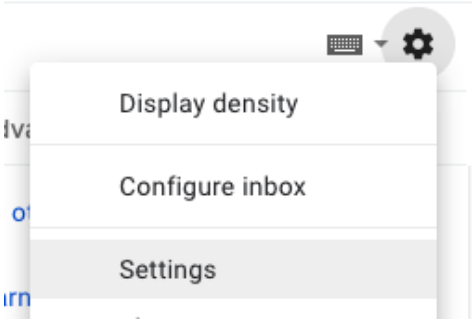
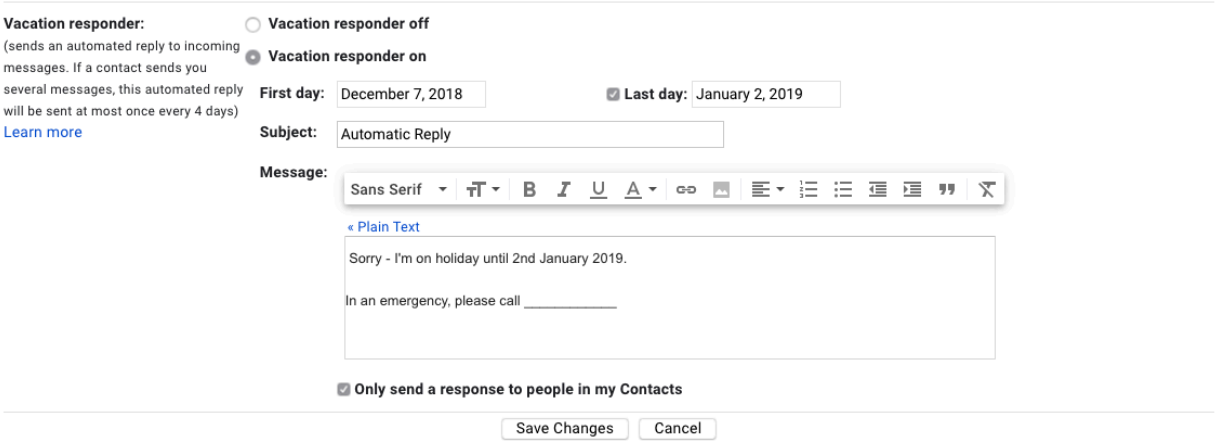
How to Set Email Out Of Office: Gmail



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'.