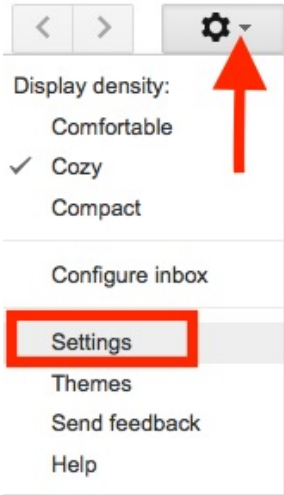
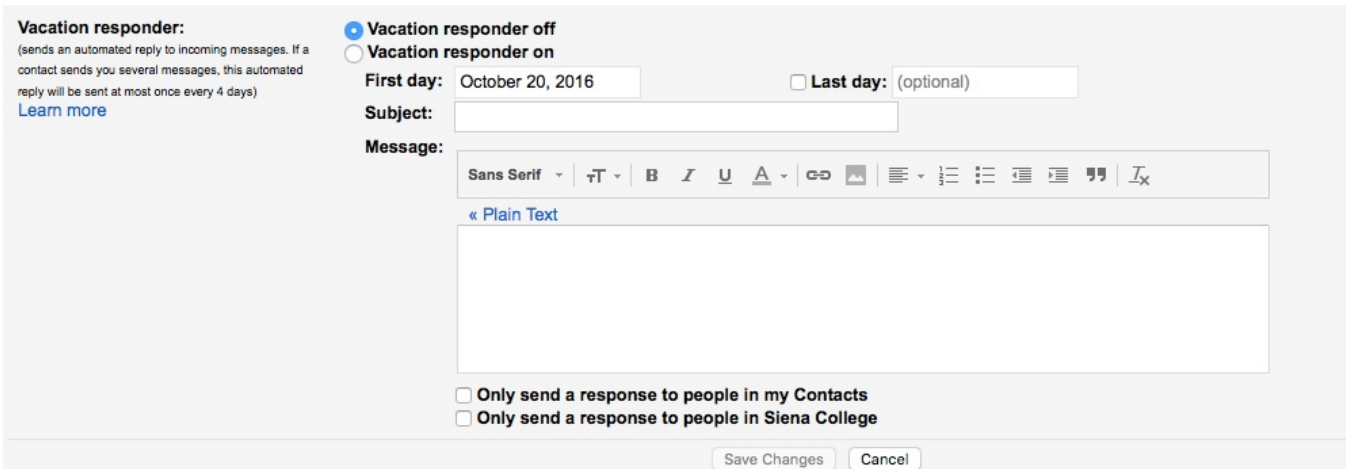


# Automatic Reply

1. Log into Gmail Account.
2. In the right hand corner, click the "Settings" cogwheel and select "Settings."



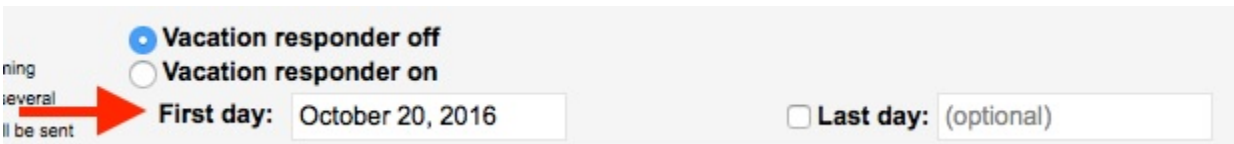
3. Scroll to the bottom until you see "Vacation Responder."



4. Select the circle next to "Vacation responder on."



5. Enter the dates this message is needed for.



6. Add your automatic response to the message field.

**Vacation responder off**  
 **Vacation responder on**

**First day:**   **Last day:**

**Subject:**

**Message:**

Sans Serif | ¶ | **B** | *I* | U | **A** | | | | | | |

[« Plain Text](#)

**Only send a response to people in my Contacts**  
 **Only send a response to people in Siena College**

6. Click "Save Changes" to turn the automatic response on.