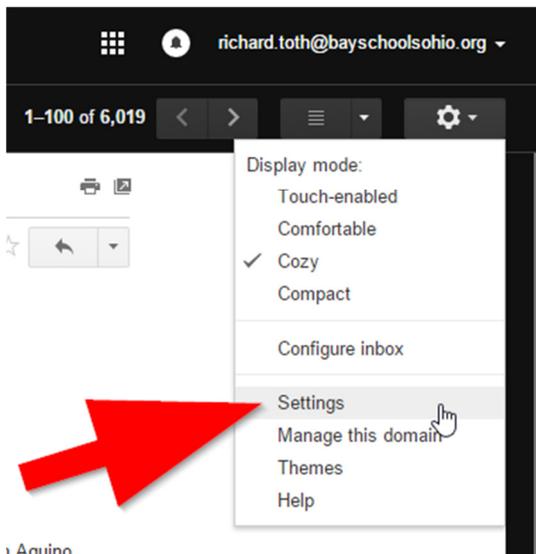
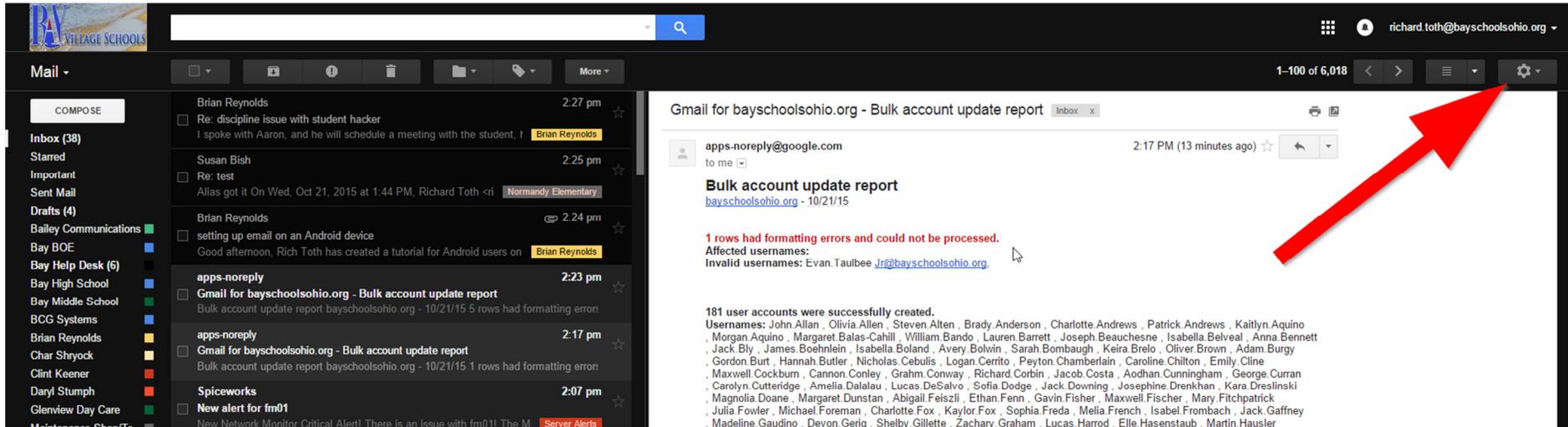
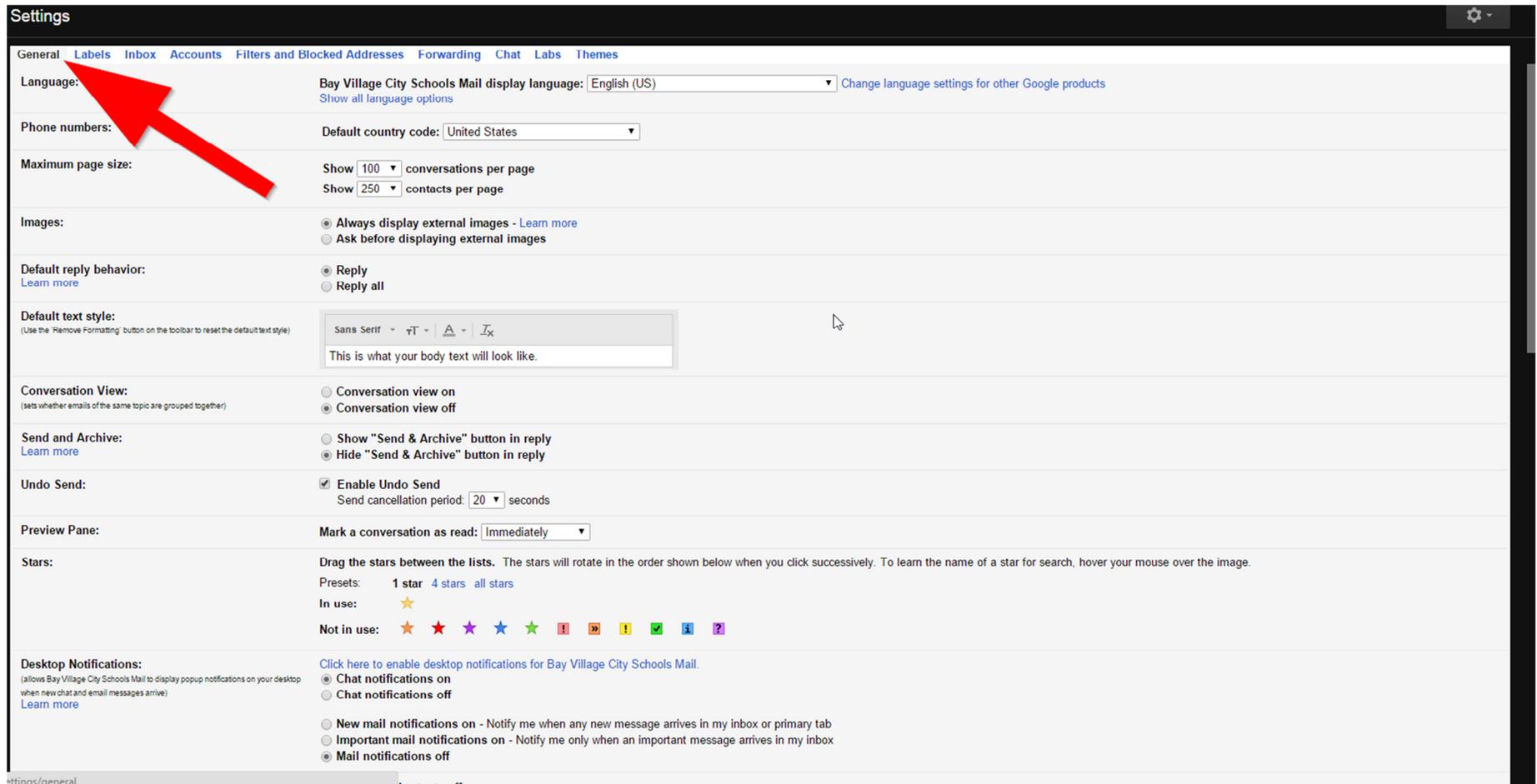


Adding an "Out of Office" auto-reply for Bay Google Mail

- Click the Settings gear at the top-right and choose Settings



- Be sure you're in the General section, then scroll down to "Vacation Responder"



The screenshot shows the Gmail Settings interface for the account 'ettinas@general'. The 'General' tab is selected, and a red arrow points to the 'Language' dropdown menu. The current language is set to 'English (US)'. Other settings visible include 'Phone numbers' (Default country code: United States), 'Maximum page size' (100 conversations per page, 250 contacts per page), 'Images' (Always display external images), 'Default reply behavior' (Reply), 'Default text style' (Sans Serif), 'Conversation View' (Conversation view off), 'Send and Archive' (Hide "Send & Archive" button in reply), 'Undo Send' (Enable Undo Send, 20 seconds), 'Preview Pane' (Mark a conversation as read: Immediately), 'Stars' (Presets: 1 star, 4 stars, all stars; In use: 1 star; Not in use: 4 stars, 1 star with exclamation mark, 1 star with arrow, 1 star with exclamation mark, 1 star with checkmark, 1 star with 'i', 1 star with '?'), and 'Desktop Notifications' (Chat notifications on, New mail notifications on, Important mail notifications on, Mail notifications off).

People Widget:
[Learn more](#)

Show the people widget - Display information about participants to the right of each conversation
 Hide the people widget

Create contacts for auto-complete:

When I send a message to a new person, add them to Other Contacts so that I can auto-complete to them next time
 I'll add contacts myself

Signature:
(appended at the end of all outgoing messages)
[Learn more](#)

No signature

Rich Text

Sans Serif | T | B | I | U | A | | | | | | | | | |

Rich Toth
 Technology Specialist
 Bay Village Schools
 P: 440.617.7501 | F: 440.617.7401
<https://bayvillageschools.zendesk.com>

Insert this signature before quoted text in replies and remove the "--" line that precedes it.

Personal level indicators:

No indicators
 Show indicators - Display an arrow (>) by messages sent to my address (not a mailing list), and a double arrow (») by messages sent only to me.

Snippets:

Show snippets - Show snippets of the message (like Google web search!).
 No snippets - Show subject only.

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

Vacation responder off
 Vacation responder on

First day: Last day:

Subject:

Message:

Sans Serif | T | B | I | U | A | | | | | | | | | |

« Plain Text

Only send a response to people in my Contacts
 Only send a response to people in Bay Village City Schools

Set Subject to "Out of office" or something similar

- Enter the first and last day you want the auto-reply to function
- Enter a subect line and message text you'd like to auto-reply with
- Click the SAVE CHANGES button at the bottom, and you're all set