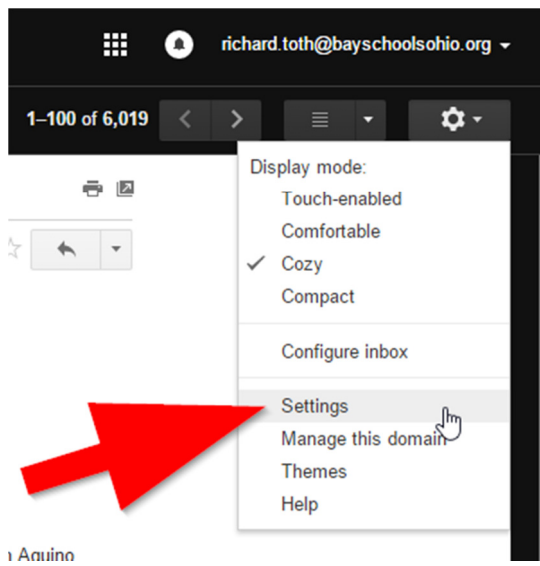
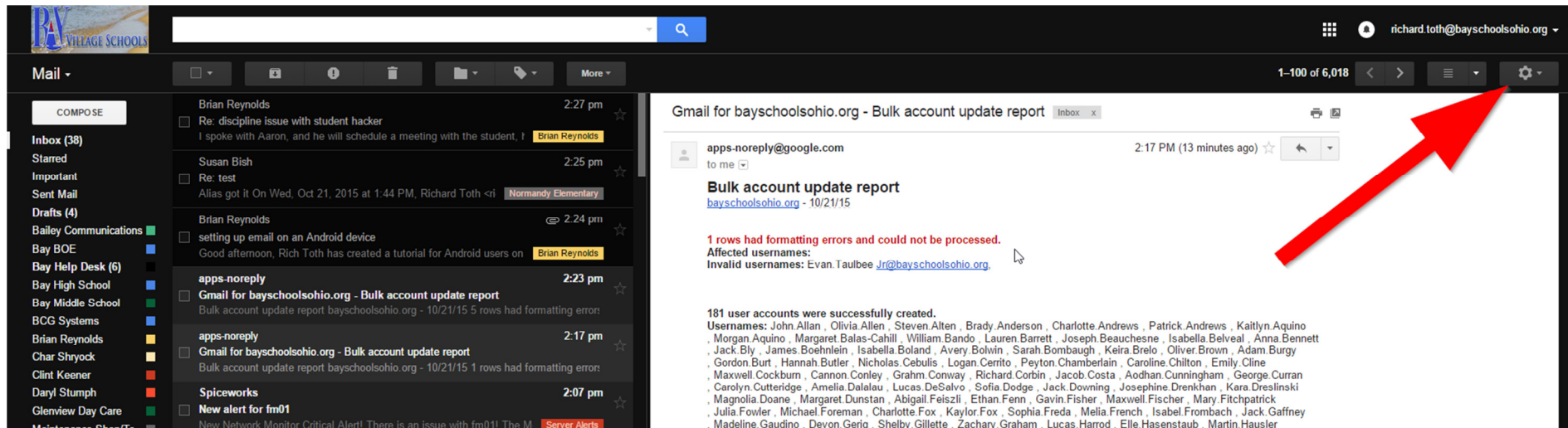


Adding an "Out of Office" auto-reply for Bay Google Mail

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



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

Settings

General

Labels

Inbox

Accounts

Filters and Blocked Addresses

Forwarding

Chat

Labs

Themes

Language:

Bay Village City Schools Mail display language: English (US) [Change language settings for other Google products](#)
[Show all language options](#)

Phone numbers:

Default country code: United States

Maximum page size:

Show 100 conversations per page
Show 250 contacts per page

Images:

☒ Always display external images - [Learn more](#)
☐ Ask before displaying external images

Default reply behavior:

[Learn more](#)
☒ Reply
☐ Reply all

Default text style:

(Use the "Remove Formatting" button on the toolbar to reset the default text style)

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This is what your body text will look like.

Conversation View:

(sets whether emails of the same topic are grouped together)
☐ Conversation view on
☒ Conversation view off

Send and Archive:

[Learn more](#)
☐ Show "Send & Archive" button in reply
☒ Hide "Send & Archive" button in reply

Undo Send:

☒ Enable Undo Send
Send cancellation period: 20 seconds

Preview Pane:

Mark a conversation as read: Immediately

Stars:

Drag the stars between the lists. The stars will rotate in the order shown below when you click successively. To learn the name of a star for search, hover your mouse over the image.
Presets: 1 star 4 stars all stars
In use: ★
Not in use: ★ ★ ★ ★ ★ ! 📧 ! ✓ ?

Desktop Notifications:

[Click here to enable desktop notifications for Bay Village City Schools Mail.](#)
☒ Chat notifications on
☐ Chat notifications off

☐ New mail notifications on - Notify me when any new message arrives in my inbox or primary tab
☐ Important mail notifications on - Notify me only when an important message arrives in my inbox
☒ Mail notifications off

Settings

General Labels Inbox Accounts Filters and Blocked Addresses Forwarding Chat Labs Themes

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-completion:

☒ 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
☐ Signature

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

Rich Toth
Technology Specialist
Bay Village Schools
P: 440.617.7501 | F: 440.617.7401
<https://bayvilleschools.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 at 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

- Click the button to active the signature
- Enter your signature information
- Click the SAVE CHANGES button at the bottom. Done!