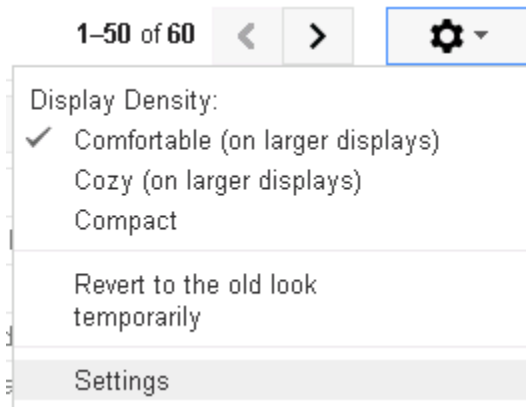


Setting up an out-of-office message in Google is very easy.



After logging in to the email web client (mail.sertomacentre.org) using your username (first initial, last name) and email password, click the little "gear" icon in the top-right of the page. From the drop-down menu, select "Settings" This may also be labeled as "Mail Settings" or "Gmail Settings" depending on your account.

Settings

General | Labels | Accounts | Filters | Forwarding and POP/IMAP | Chat | Web Clips | Labs | Inbo

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: April 27, 2012 **Ends:** April 29, 2012

Subject: ACEN 2012

Message: I will be out of the office on Friday, 27 April 2012 and will return to the office on Monday, 30 April 2012. I am sorry for any inconvenience and will get back to you as soon as I can.
~Brad

Only send a response to people in my Contacts
 Only send a response to people in Sertoma Centre, Inc

Outgoing message encoding:
[Learn more](#)

Use default text encoding for outgoing messages
 Use Unicode (UTF-8) encoding for outgoing messages

Attachments:

Advanced attachment features - See progress bars when attaching files to multiple files at once. Requires flash. [Learn more](#)
 Basic attachment features - Attach one file at a time and don't show progr

The Settings General tab should open. If a different tab of the Settings page opened, click "General" at the left. On the General page, scroll down until

you find the "Vacation responder". Click the circle next to "Vacation responder on" to turn it on (or next to "Vacation responder off" to turn it off after returning). You can set the date(s) by clicking in the text box for them. A mini calendar will appear and you can click on the day for the message to activate. The "Subject" is just a title for your message. This title will appear at the top of your Gmail page to let you know that the message is active. You can type your message in to the "Message" box. This is the message that will be sent back to incoming emails. You do not need to add your signature to this box as your signature will already be added to the bottom of your message. When you are done typing your message, click the "Save Changes" button at the bottom of your screen. You may have to scroll down to reach this depending on the size of your screen.

You now have an active auto-reply message. You can deactivate or change this message by going to it the same way as described before.