

# Out of Office AutoReply Setup

First go to **gmail.com** and log in with your email address and new password (if you're already signed in with another account you may need to sign out of that before you can sign in with this account).

Then

1. Select Settings from the Cog Wheel
2. Select General (if not already selected)
3. Scroll down to Out Of Office AutoReply
4. Fill in the details you want for your Out Of Office and Save Changes

Settings

General Labels Inbox Accounts and Import Filters and blocked addresses Forwarding and POP/IMAP Add-ons Chat Labs Offline Themes

Keyboard shortcuts: ☒ Keyboard shortcuts off ☐ Keyboard shortcuts on [Learn more](#)

Button labels: ☒ Icons ☐ Text [Learn more](#)

My picture: [Change picture](#) ☐ Visible to everyone ☒ Visible only to people I can chat with  
If you have a Google Profile picture then it is always visible to everyone.

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

Importance signals for ads: You can view and change your preferences [here](#).

Signature: ☒ No signature ☐   
  
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.

**Out of Office AutoReply:**  
(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](#)

☒ Out of Office AutoReply off ☐ Out of Office AutoReply on

First day: 22 January 2018  Last day: (optional)

Subject:

Message:   
« Plain Text

☐ Only send a response to people in my Contacts

Save Changes Cancel

Display density:  
☒ Comfortable  
☐ Cosy  
☐ Compact  
[Configure inbox](#)  
**Settings**  
[Themes](#)  
[Get add-ons](#)  
[Send feedback](#)  
[Help](#)