

How to set your “Out of Office” or “Vacation Responder”

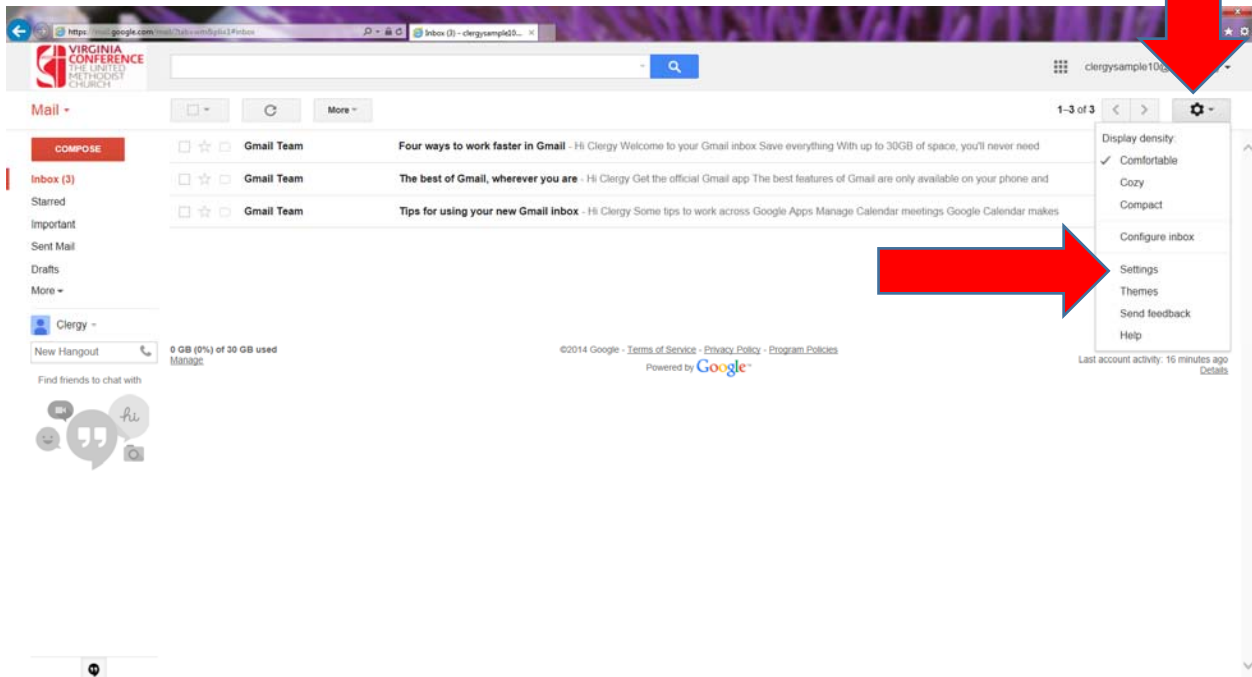
In Google Apps this function is called the “Vacation Responder”. Setting up your Out of Office reply has to be done online through the GMAIL Web Interface. You cannot use Outlook. If you have used Outlook for this in the past, it will be different for you. Let’s take a look!

1) **Log in** to your VAUMC Clergy email account by going to <http://mail.google.com/a/vaumc.org>

2) Click on the gear on the right of the screen to open a menu. On the menu, select settings.

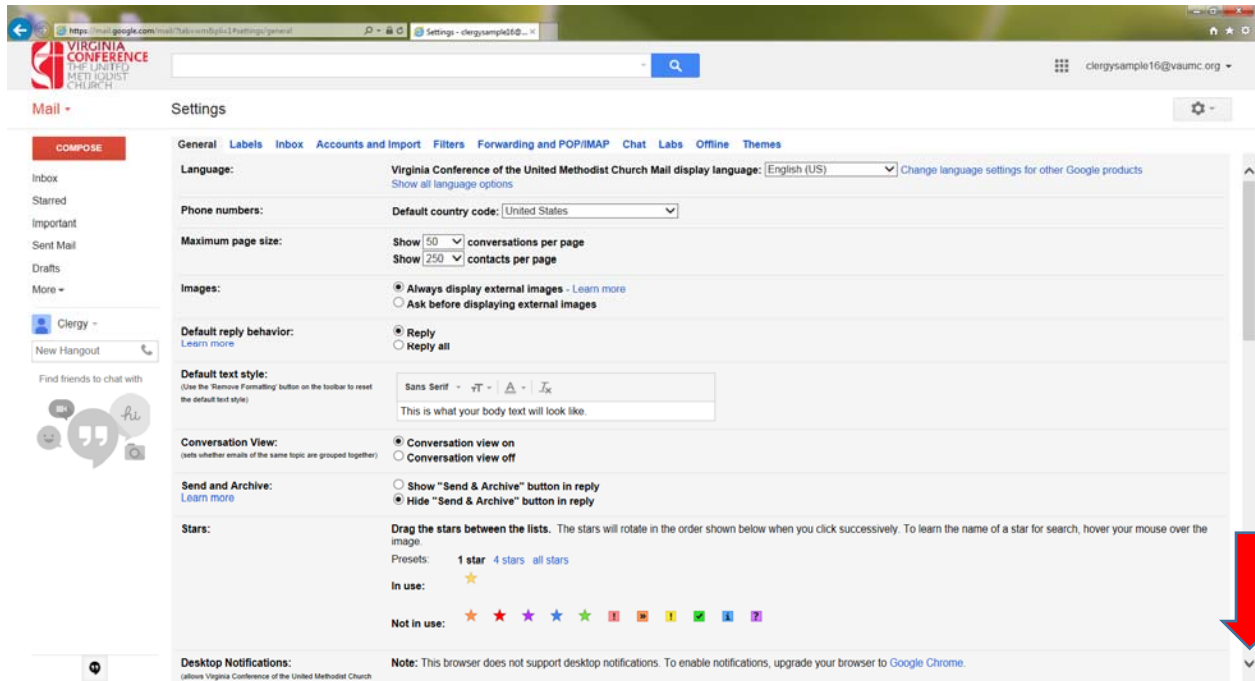
Click the **Gear icon**

Click **Settings**



3) Under General

Scroll down towards the bottom until you see the Vacation responder: section



Select **Vacation responder on:**

Select the dates to have the auto reply active

The screenshot shows the Gmail 'Settings' page for the account 'clergy.sample16@vaumc.org'. The 'Vacation responder' section is active, with the 'Vacation responder on' radio button selected. The 'First day' is set to 'April 9, 2014'. A red arrow points to the 'Vacation responder on' radio button, and another red arrow points to the 'First day' date field. The 'Subject' field is empty, and the 'Message' field is also empty. The 'Outgoing message encoding' is set to 'Avoid Unicode (UTF-8) encoding for outgoing messages'. The page footer shows '©2014 Google - Terms of Service - Privacy Policy - Program Policies' and 'Powered by Google'.

Type in your **Subject and Message**

Select **Save Changes**

VIRGINIA CONFERENCE
THE UNITED METHODIST CHURCH

Mail ▾ Settings

COMPOSE

Inbox
Starred
Important
Sent Mail
Drafts
More ▾

Clergy ▾
New Hangout
Find friends to chat with

General Labels Inbox Accounts and Import Filters Forwarding and POP/IMAP Chat Labs Offline Themes

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: April 28, 2014 **Last day:** May 2, 2014

Subject: Out of Office week of Apr 28, 2014

Message:

Sans Serif - [font settings]
< Plain Text >

I will be out of the office the week of April 28, 2014.
While on vacation, I will have limited access to emails.

Thanks,
Sample Clergy16

Only send a response to people in my Contacts
 Only send a response to people in Virginia Conference of the United Methodist Church

Outgoing message encoding:
[Learn more](#)

Use Unicode (UTF-8) encoding for outgoing messages
 Avoid Unicode (UTF-8) encoding for outgoing messages

Save Changes **Cancel**

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That's it, you are done!

Contact Dwight Bragg 804-521-1118 if you have any questions or concerns!