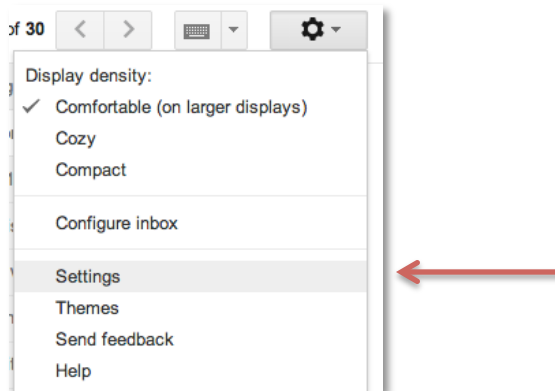
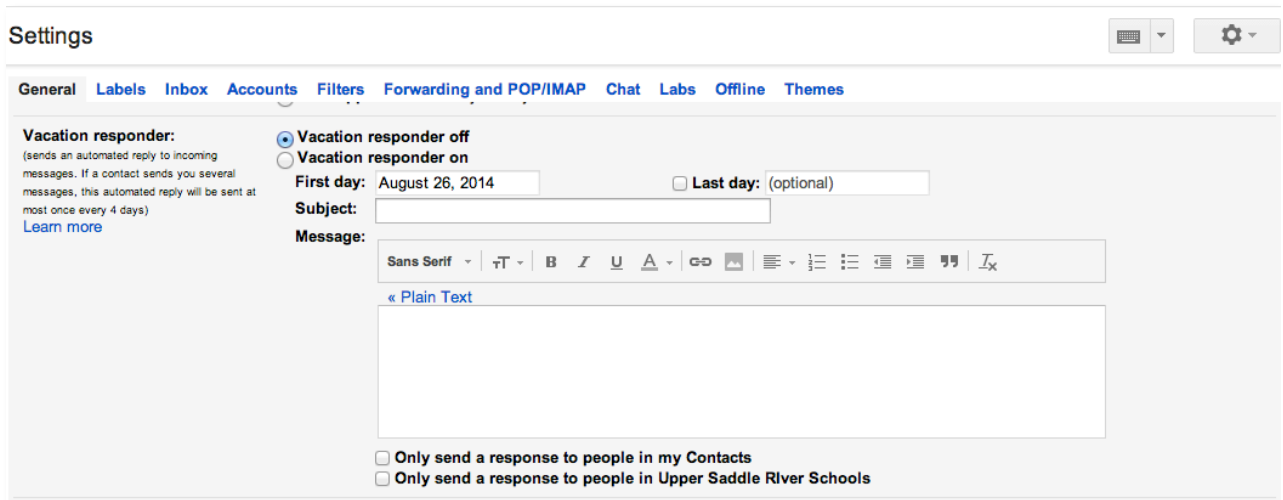


# Out of Office Message for your Email

1. Log onto your [Gmail](#).
2. Click the gear in the top right & select **Settings**.



3. Scroll down to the **Vacation responder** section (stay in the "General" tab).



4. Select **Vacation responder on**.
5. Fill in the date range, subject, and message.
6. You can limit who can see your vacation response:

- Check the box next to **Only send a response to people in my Contacts** if you don't want everyone who emails you to know that you're away from your mail.
- If you use Google Apps, you'll also see an option to only send a response to people in your domain. If you check both of these boxes, only people who are in your contacts and your domain will receive the automatic response.

7. Click **Save Changes** at the bottom of the page.