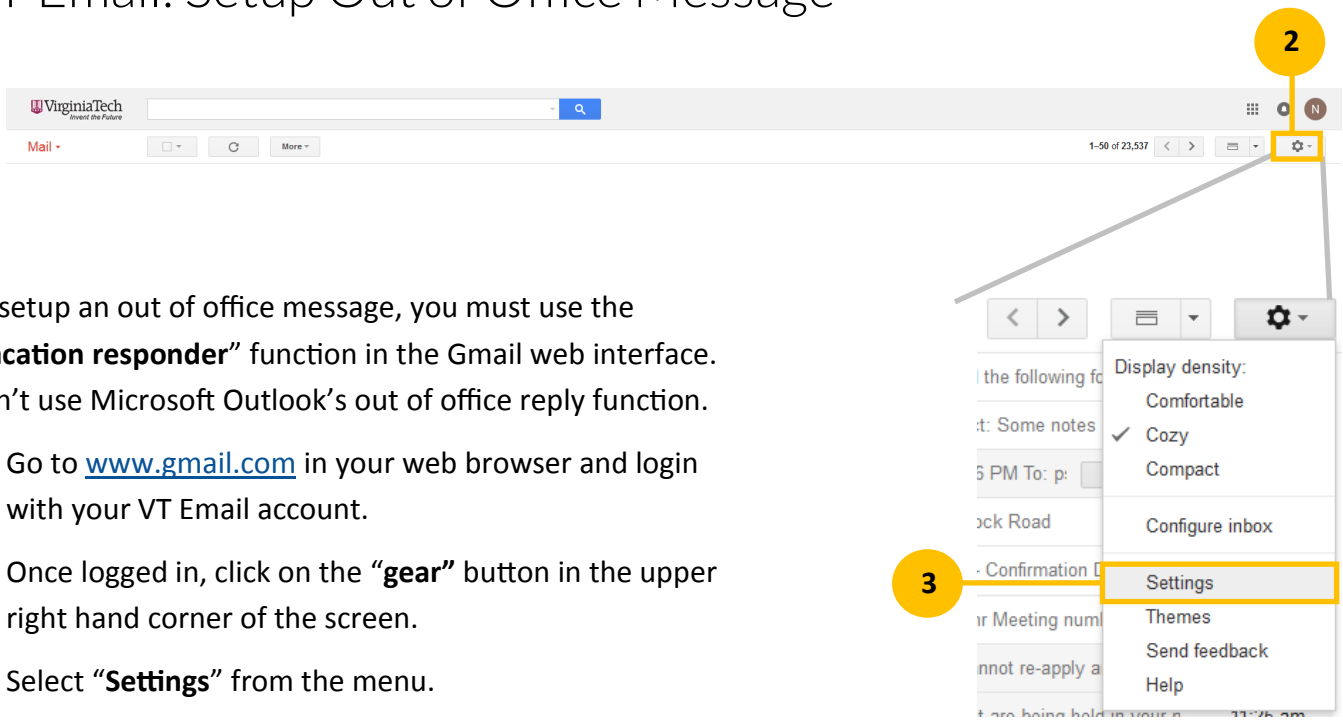
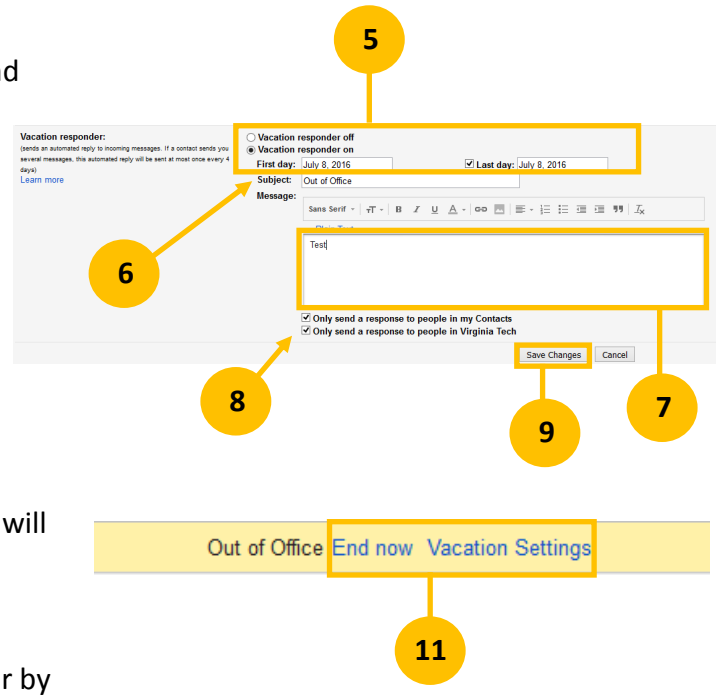
VT Email: Setup Out of Office Message



To setup an out of office message, you must use the "**vacation responder**" function in the Gmail web interface. Don't use Microsoft Outlook's out of office reply function.

1. Go to www.gmail.com in your web browser and login with your VT Email account.
2. Once logged in, click on the "**gear"** button in the upper right hand corner of the screen.
3. Select "**Settings**" from the menu.
4. Once the settings page loads, scroll to the bottom of the page and look for "**Vacation responder**".
5. Turn the vacation responder on, then set the first and last day you will be out of the office.
6. Type in a **subject** for the auto response.
7. Type in a **message** for the auto response.
8. Select who will receive the out of office reply:
   -Any one in your contacts/address book
   -Only vt.edu email addresses
9. Click the "**Save Changes**" button.
10. When you go back into the email inbox a yellow bar will appear at the top of the screen indicating that the vacation responder is turned on.
11. In the yellow bar you can turn off vacation responder by clicking on "**End now**" or change its settings by clicking on "**Vacation Settings**".