

Setting Up Vacation Reply With School Gmail Accounts

Login to Gmail Account

Some staff have asked how they can set up their school Gmail account so that they can automatically send a "on vacation" reply to anyone who sends them an email over the summer. It is a relatively simple task that you can do in a couple of minutes. One of the most important things to remember is when you return from vacation, you'll need to go back in to the system and "click off" the on vacation system. While you are on vacation, your system will still get email just like normal, the only thing this will do is send people a note when they send an email to you that you are on vacation and may not reply in a timely fashion.

In order to set this up you must log in to your Gmail account using the web browser interface (in Explorer, Firefox, Safari, or some other web browser). You cannot do this in the software that may have been set up for you that pulls your email into a program like Outlook or other email programs.

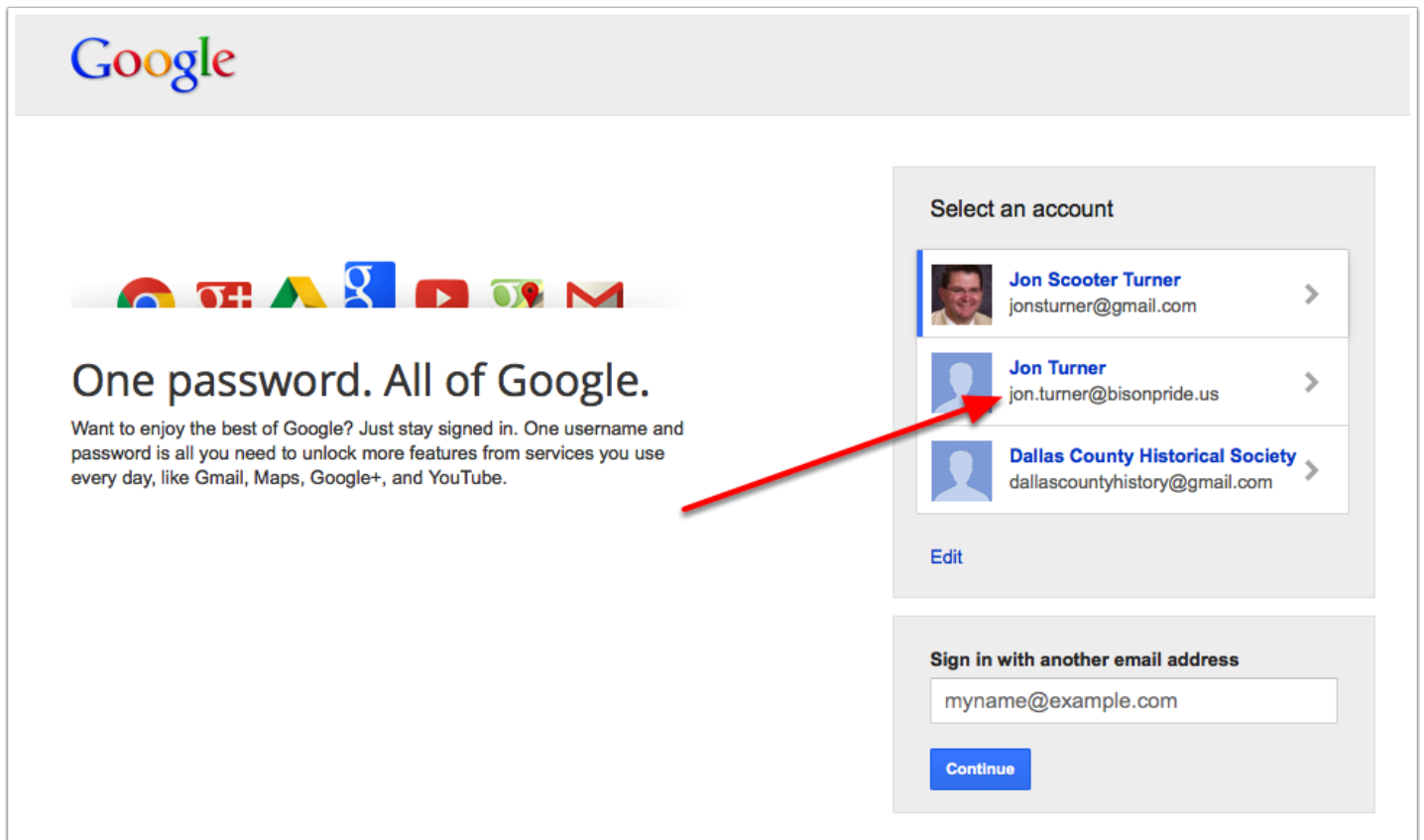
Step 1: Log in to your school email account using the web portal at www.google.com If you have not used a web browser to log in to your school email account your screen may look slightly different than the photo examples I've shown below.



Select Appropriate Gmail Account

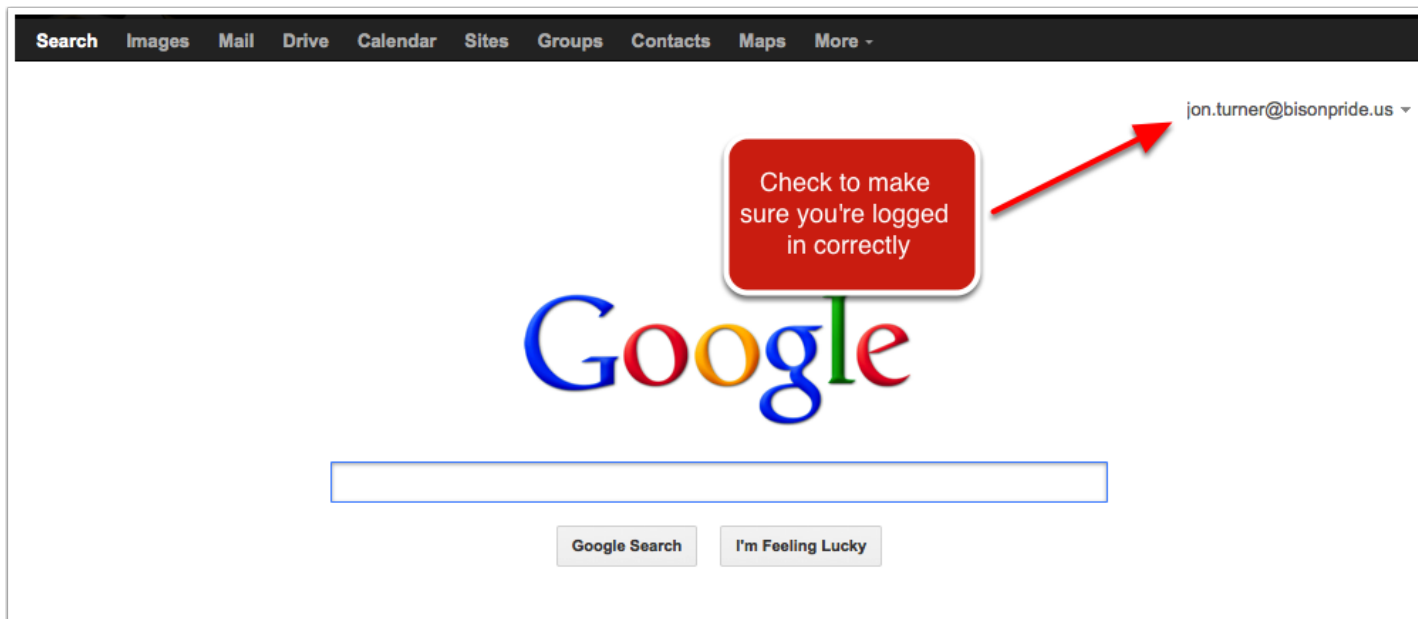
If you have used the web portal to check your email before, your screen will look like my example below. Select the school account. If you have never logged in before or do not have multiple Gmail accounts, it will skip to the next step.

Step 2: Click on School Account



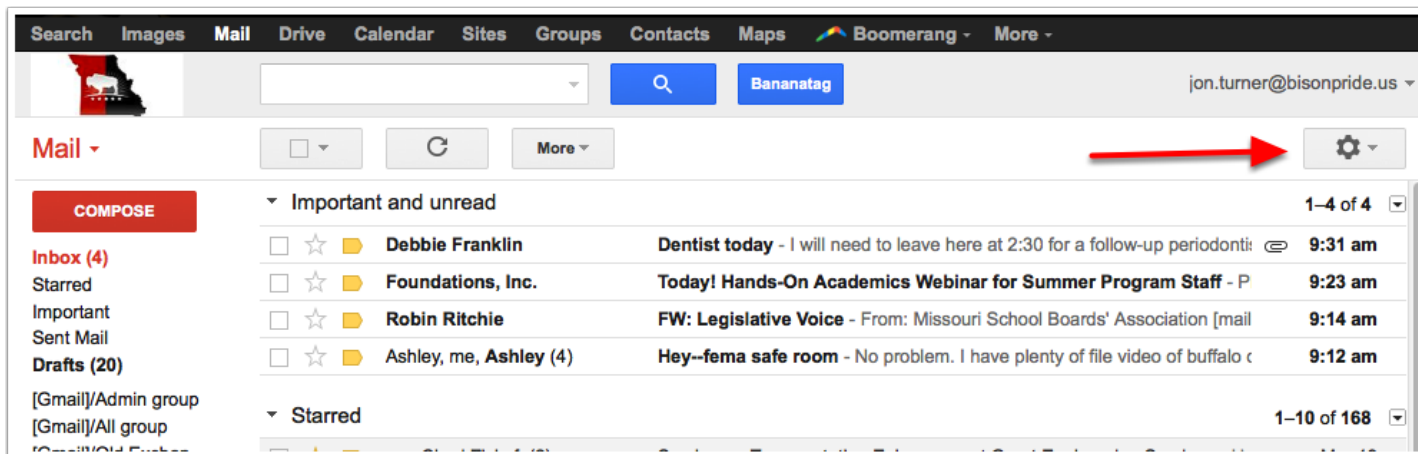
Double Check That You're Logged In to Correct Account

Step 3: Make sure you're logged in to the account that you want to set up the vacation reminder for.



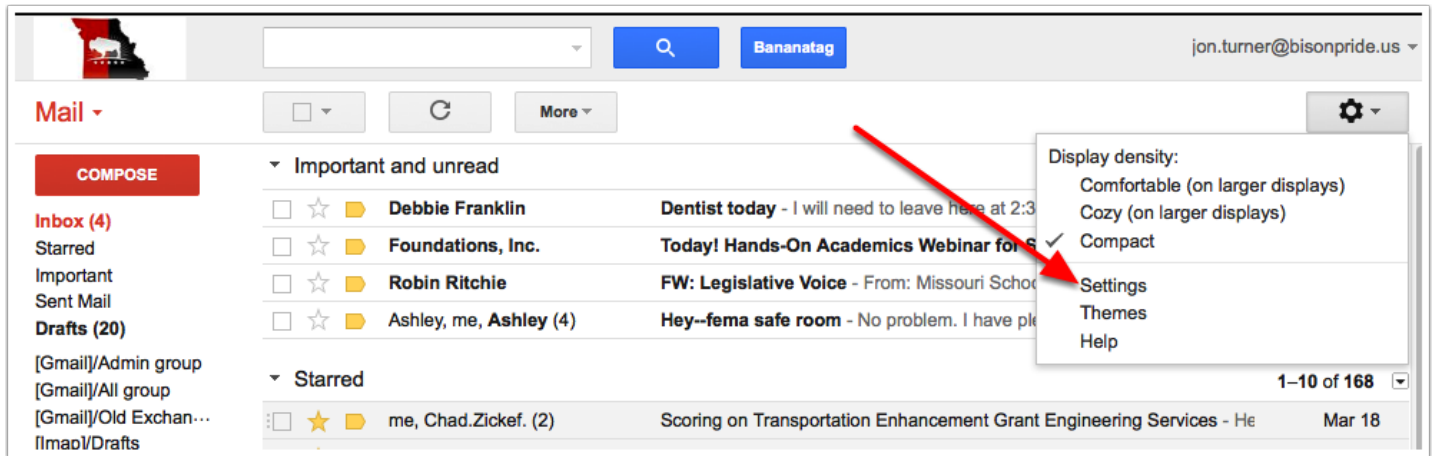
Click Setup Cog

Step 4: Click on Configuration "Cog"



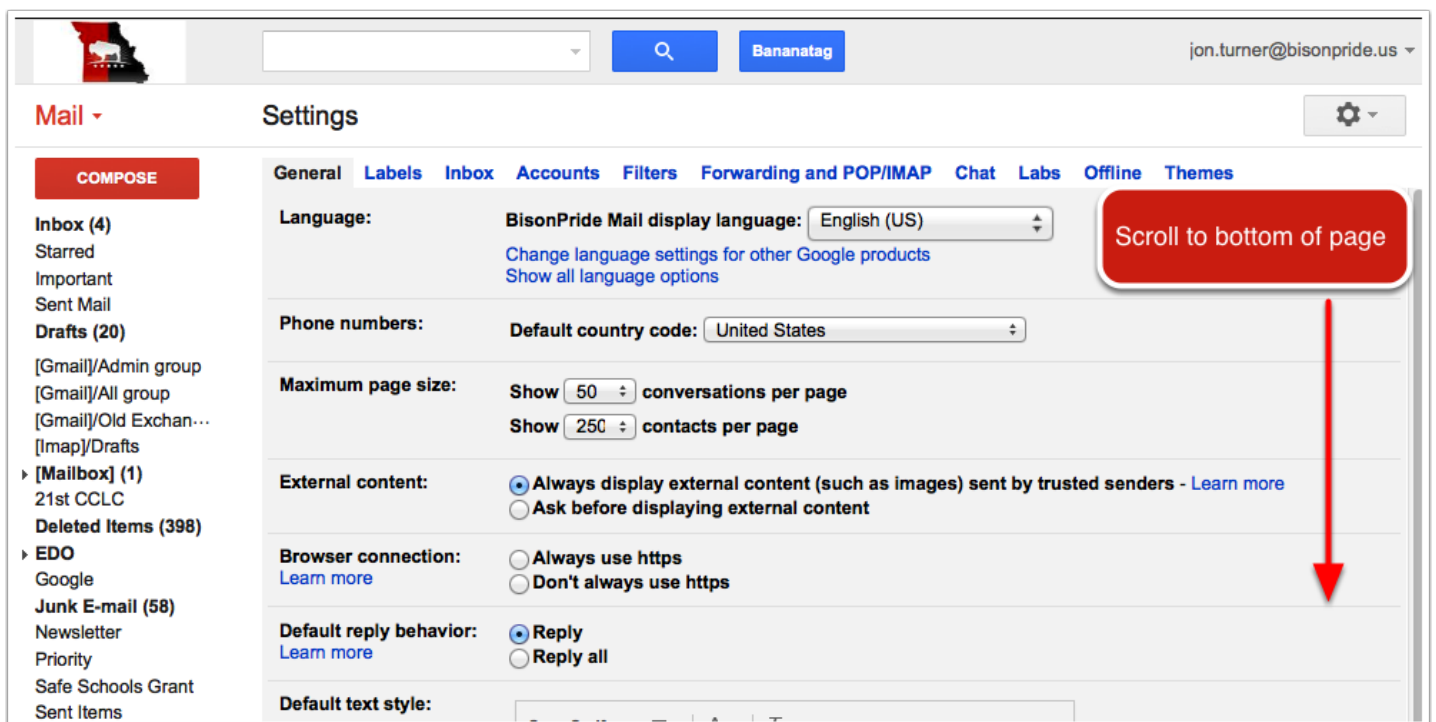
Select Setting in Dropdown

Step 5: Once you click on the cog, when it drops down, click on **settings**.



Find Vacation Responder on Settings Page

Step 6: After you click on the settings drop down, this is what you'll see. You will need to scroll all the way to almost the bottom of this webpage.



Click "On", Type Message, Slide to Bottom

Step 7: You'll see the vacation responder section in the photo below. Click the button from "Vacation responder off" to "Vacation responder on". You can fill in the message you'd like people to receive that will automatically send an email to someone if they send you an email while you are gone. **(Step 8 IS IMPORTANT BELOW)**

The screenshot shows the Gmail 'Settings' page for the account 'jon.turner@bisonpride.us'. The 'Vacation responder' section is highlighted. Three red callouts with numbered circles provide instructions: 1. A red arrow points to the 'Vacation responder on' radio button. 2. A red box labeled 'Type in Message you'd like sent' has an arrow pointing to the 'Message' text area. 3. A red box labeled 'Scroll to Bottom and Click Save Changes' has an arrow pointing to the bottom of the settings page. The 'Vacation responder' section includes options for 'Personal level indicators', 'Snippets', and 'Vacation responder' (off/on), along with fields for 'First day', 'Subject', and 'Message'. There are also checkboxes for 'Only send a response to people in my Contacts' and 'Only send a response to people in BisonPride'.

SAVE CHANGES!!!!