

Google Mail

How do I create a Vacation /Out of Office Rule in Google mail?

To Create a Vacation/Out of Office Rule:

Open **Google mail**

Click the **Gear**

Choose **Settings**

Click the **General Tab**

Look for **Vacation Responder**- set it to **ON**

Set date(s)

Create message

Choose any other details

Click **Save Changes**

To remove a Vacation/Out of Office Rule:

Open **Google mail**

Click the **Gear**

Choose **Settings**

Click the **General Tab**

Look for Vacation Responder-set it to **OFF**

Click **Save Changes**

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Author: BEASLEY

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