

NAPLES COMPUTERS HOW-TO • SETUP & HOW-TO

Set Up an Automatic Reply (Out of Office) in Outlook and Gmail

An automatic (out of office) reply lets people know you're away before they even get a response from you. This guide shows how to turn one on in Outlook.com (Settings → Mail → Automatic replies) and in Gmail (Settings → General → Vacation responder), including how to set a start and end date so it turns off on its own.

Why set one up?

A quick reply while you're away, that turns itself off when you're back.

Away from email

Traveling, out sick, or just slow to answer? People get a reply instead of silence.

Runs on its own

Set a start and end date, and it turns itself off when you're back.

Say who to contact

Point anyone urgent to a coworker, or another number, while you're away.

Step by step

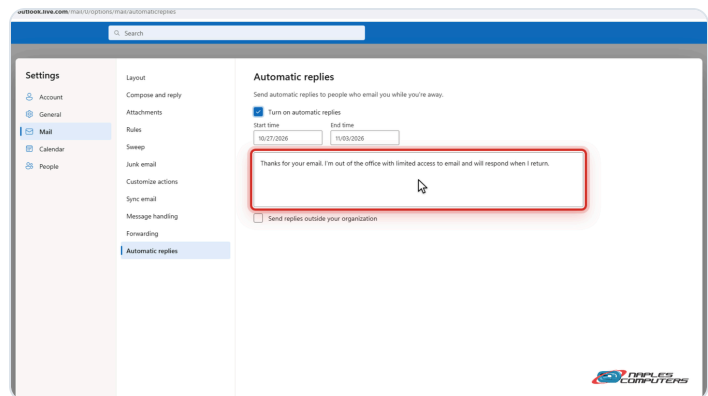
OUTLOOK.COM

1 Outlook.com: Settings → Mail → Automatic replies

Open Settings, then Mail, then Automatic replies. Turn on automatic replies: start and end dates fill in for you.

WHAT TO DO

Type your message, check Send replies outside your organization if you want, and click Save.



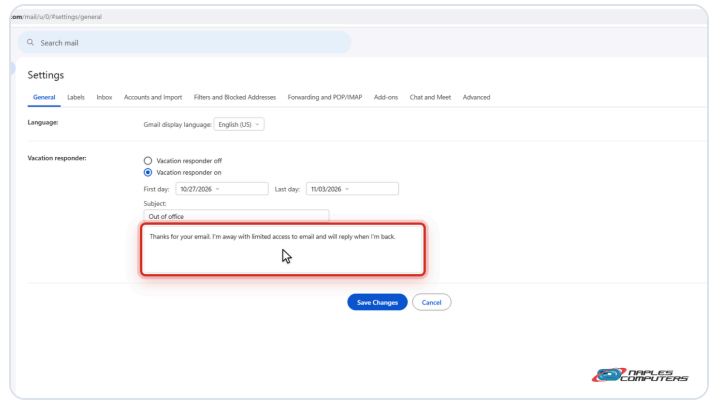
2 Gmail

Gmail: Settings → General → Vacation responder

Open Settings, then General, and scroll to Vacation responder. Choose Vacation responder on.

WHAT TO DO

Set your dates, write a subject and message, and click Save Changes.



A few tips

- ☐ Keep it short
Who to contact, and roughly when you'll be back — that's enough.
- ☐ Turn it off when you return
Both Outlook and Gmail let you end it early if you're back sooner than planned.
- ☐ Don't overshare
Skip exact travel dates or “nobody's home” details on a personal account — it can tip off the wrong person.

Recap: automatic reply

- ☐ Outlook.com: Settings → Mail → Automatic replies → Turn on → Save
- ☐ Set a start and end date, so it turns off on its own
- ☐ Gmail: Settings → General → Vacation responder → On → Save Changes
- ☐ Keep the message short, and skip exact travel details

Set an end date so you don't forget to turn it off. And on a personal account, skip exact travel dates or details like “nobody's home” — it's easy information for the wrong person to find.



Want help setting up email for your business?

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