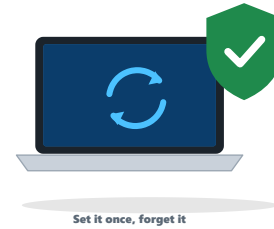


Set Up an Automatic Reply

Out of office, in Outlook.com and Gmail.



*We Make
I.T.
Happen!™*

1 Why Set One Up?

Traveling or slow to answer? Set a **start and end date**, and it turns itself off.



2 Outlook.com: Open Automatic Replies

Sign in, then **Settings** → **Mail** → **Automatic replies**.

Automatic replies
Send automatic replies to people who email you while you're away.
☒ Turn on automatic replies

3 Outlook.com: Turn It On

Check **Turn on automatic replies**. A start and end date fill in for you.

Automatic replies
Send automatic replies to people who email you while you're away.
☒ Turn on automatic replies
Start time: 10/27/2026 End time: 11/03/2026

4 Outlook.com: Message & Save

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

Thanks for your email. I'm out of the office with limited access to email and will respond when I return.
☐ Send replies outside your organization
✓ Saved. Automatic replies are on.

5 Gmail: Open Vacation Responder

Open **Settings** → **General**, and scroll to **Vacation responder**.

Vacation responder: ☒ Vacation responder on

6 Gmail: Turn It On

Choose **Vacation responder on**, then set your first and last day.

Vacation responder:
☐ Vacation responder off
☒ Vacation responder on
First day: 10/27/2026 Last day: 11/03/2026
Subject: Out of office
Thanks for your email. I'm away with limited access to email and will respond when I return.

7 Gmail: Save Changes

Write a subject and message, then click **Save Changes**.

Thanks for your email. I'm away with limited access to email and will respond when I return.

8 Don't Overshare

On a personal account, skip exact travel dates or **"nobody's home"** details.



Good to Know

- Set an **end date** so you don't forget to turn it off.
- Keep the message short: **when you'll be back**, and who to contact instead.
- On a personal account, **skip exact travel dates** or "nobody's home" details.



Need Help?

Contact Naples Computers

239-513-1960

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