

Create an auto-reply message in Gmail

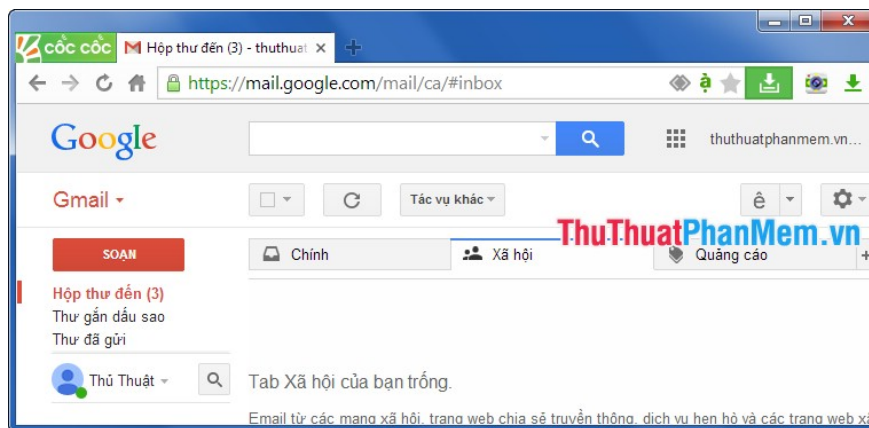
Create an auto-reply message in Gmail - Automatic replying helps notify the sender of your email that the message has been received.

You often exchange information in study and work or contact with friends and family. But sometimes you don't get online right away to receive email, you can leave automatic replies to reply as soon as you receive a new email without you need to access the email. Automatic Replies help inform the sender of your email that the message has been received.



The article will guide you to create an auto-reply message in Gmail, you can set the content and subject of automatic reply as you like:

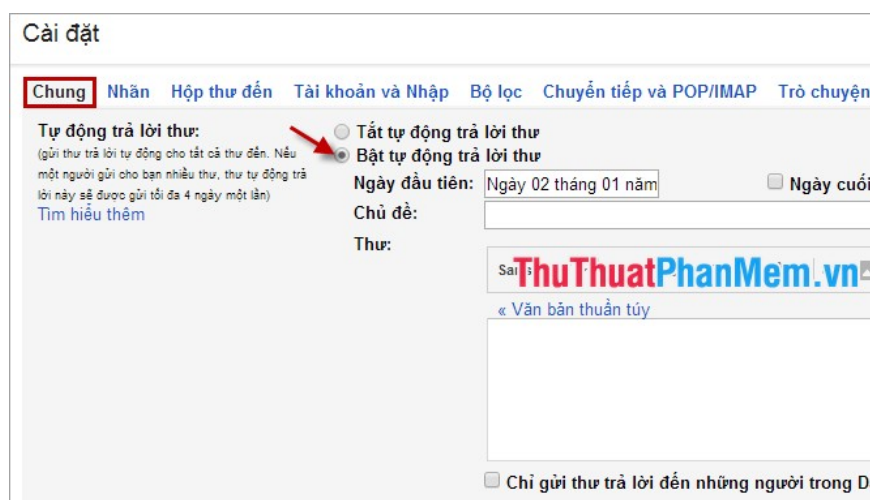
Step 1: Log in to your Gmail account.



Step 2: On the Gmail interface, select the **Settings** icon and select **Settings** .



Step 3: In the **General** tab, you find the section **Automatic Replies** and select **Turn on automatic reply** .



Step 4: Select the time to apply the automatic reply, you select the date box next to the **First day** to choose the time to start autoresponder.

If you want to end the automatic reply, select the mouse on the **Last day** and select the end date for automatic mailing.

If you do not want to end the automatic delivery you skip the **Last Date** .

Step 5: Set up for automatic replies.

Subject: You enter the subject to the mail in the white box next to.

Mail: Enter the text of the message you want to reply to automatically, you can edit the font, font color, font size, align the message with the above options.

If you want to automatically reply to messages with only incoming emails in your contacts, check the box before **Only reply to people in My Contacts** .

After you finish setting you click **Save changes** to save the settings.

After setting up an auto-responder email, gmail will display a status bar informing you that you are using the **Automatic Replies feature** .

With very simple setup steps, you can create automatic replies for your email. Hopefully with this feature of Gmail, it will be helpful during your use of Gmail!

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