

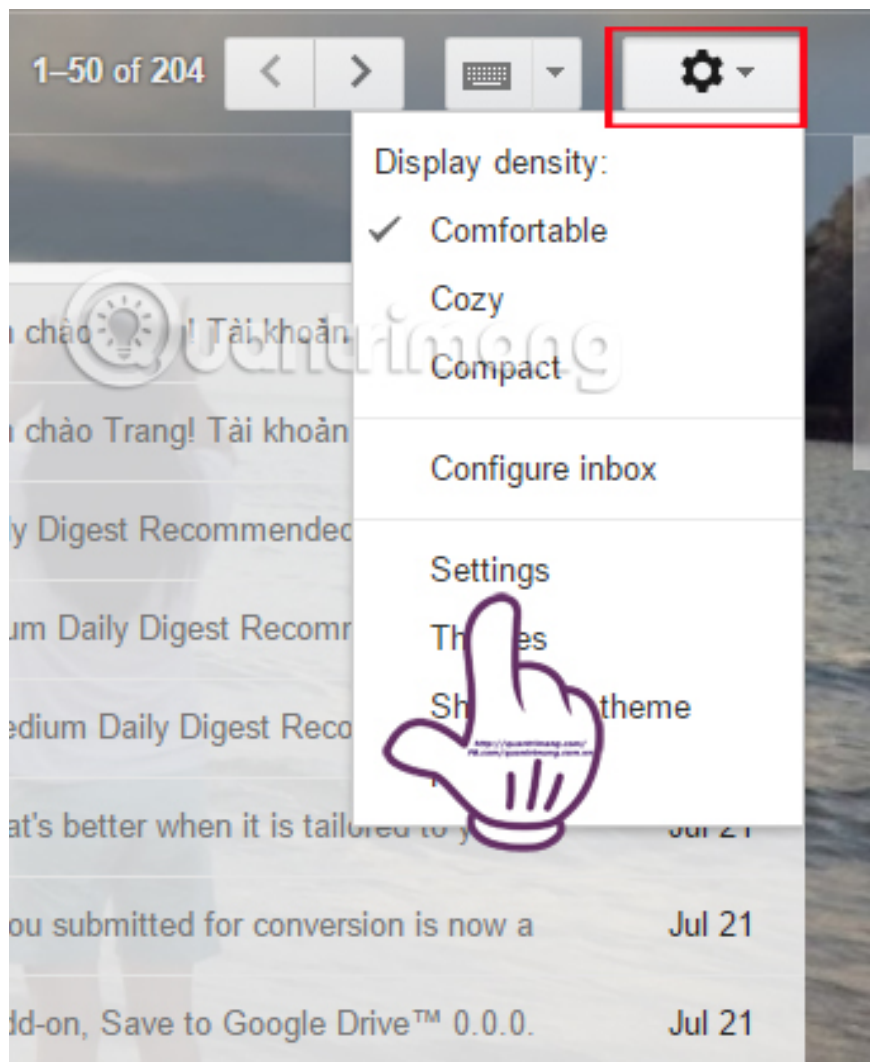
Instructions for using the auto-reply feature on Gmail

In case you are unable to immediately reply to the new email, the autoresponder will help the recipient to know it and may contact you in another way.

Gmail is now one of the most popular mailing and receiving applications in the world. People using Gmail are the primary means of communicating with friends and family or tools to communicate with partners at work. However, you can not always use online to answer every email sent. So the Vacation reply autoresponder feature will help the sender know that we cannot reply to the message and can contact it in another way. In this writing, the network administrator will instruct the user how to set up Vacation reply mode on Gmail.

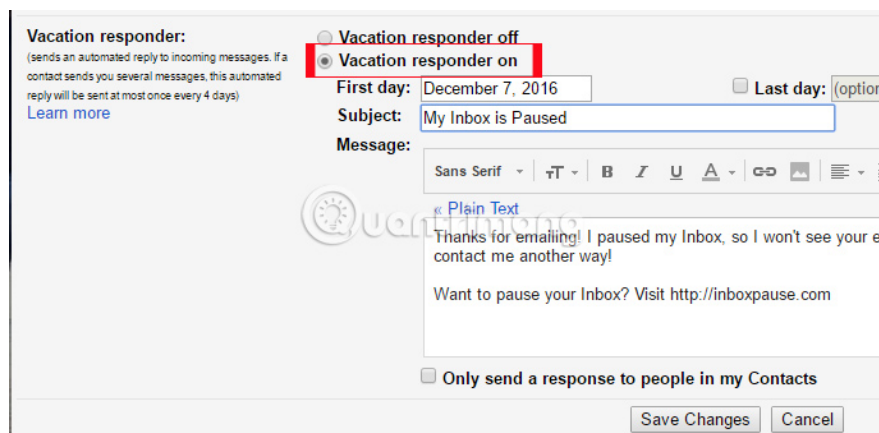
Step 1:

First of all, you log into your personal Gmail account. At the main interface, click on **the gear icon** and select **Settings** .



Step 2:

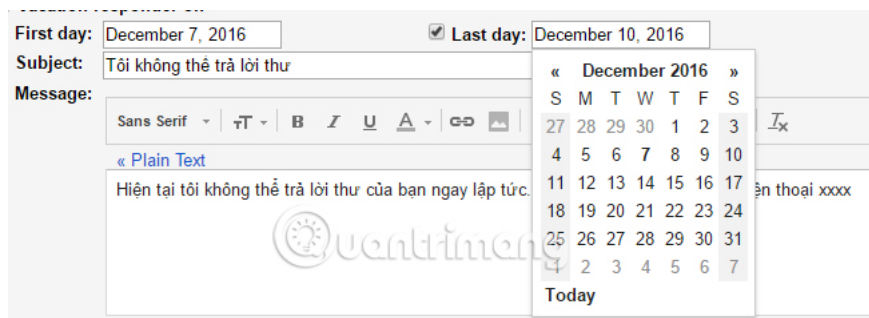
In the **General** interface, we scroll down and select the **Vacation responder** item. Looking to the side, check the **Vacation responder** item **on** to use the autoresponder feature, when we can't reply to the email immediately.



Step 3:

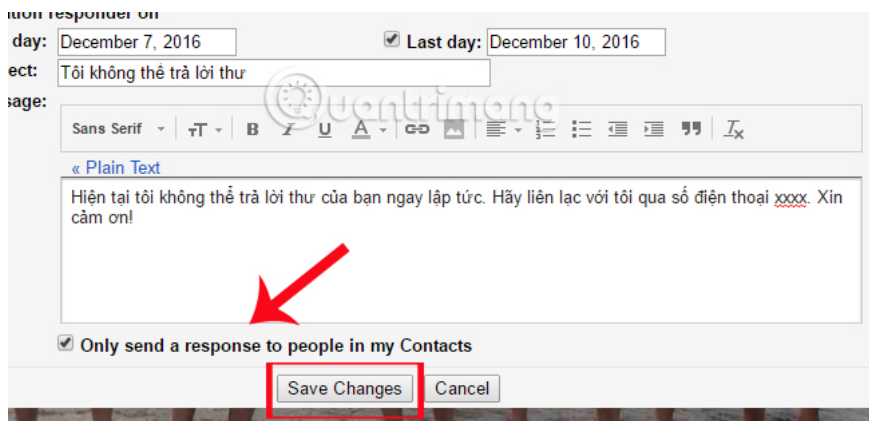
Next, also at that interface we will enter **the start time using autoresponder** (First day), **the title of the automatic message** (Subject) and **the content of the auto-reply** (Message). You should add another contact method in the autoresponder message so that the sender can contact for emergencies.

In addition, we can also **renew the use of autoresponder messages** when selecting **Last day** and entering the end time there. Automatic reply letters will take effect from 12:00 AM on the start date and end on 11:59 PM of the end date.



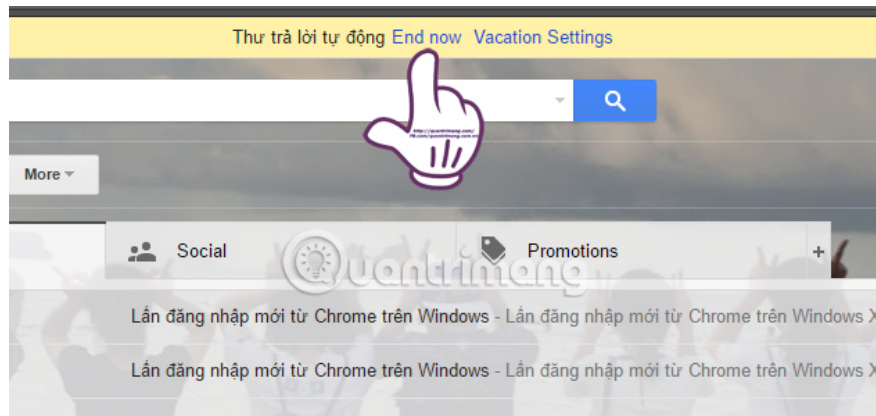
Step 4:

Next, we can select the **Only send a response to people in my Contacts** option below, to set up this auto-mail content only to those in the contact list. Finally, click **Save changes** below to save all changes.



Step 5:

Once you've saved this feature and returned to the main interface on Gmail, we'll see **a yellow notification bar** at the top of the interface. Click **End now** to turn off autoresponder, **Vactions settings** to adjust your reply.



This End now button will allow us to cancel automatic answer mode even while it is still in use. Mostly, autoresponder messages will be delivered to the sender in the first email. Messages sent to the Spam section will not receive automated replies.

With the Vacation responder feature on Gmail, you won't worry about interrupting urgent tasks even though you can't reply to emails sent by others. If you often use Gmail as a method of exchanging jobs or the only tool to exchange, don't forget to use this feature.

Refer to the following articles:

1. Instructions to create Group, Email group in Gmail
1. Instructions for switching to Vietnamese language for Gmail
1. Instructions for deleting, changing, adding phone numbers in Gmail

I wish you all success!

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