

# Instructions on how to create auto-reply messages in Gmail

The article shows you how to create auto-reply messages on gmail, you refer.

You often use gmail to send and receive documents . but sometimes busy work that you can not check mail immediately. People who send messages to you who do not see you reply will not know whether you have sent the message or not, to let people know that you have received the mail but have not yet checked the mail, you can create an auto-reply message on Gmail's yourself.

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**Step 1:** You log into your gmail account, select the **Settings** icon and select **Install** .



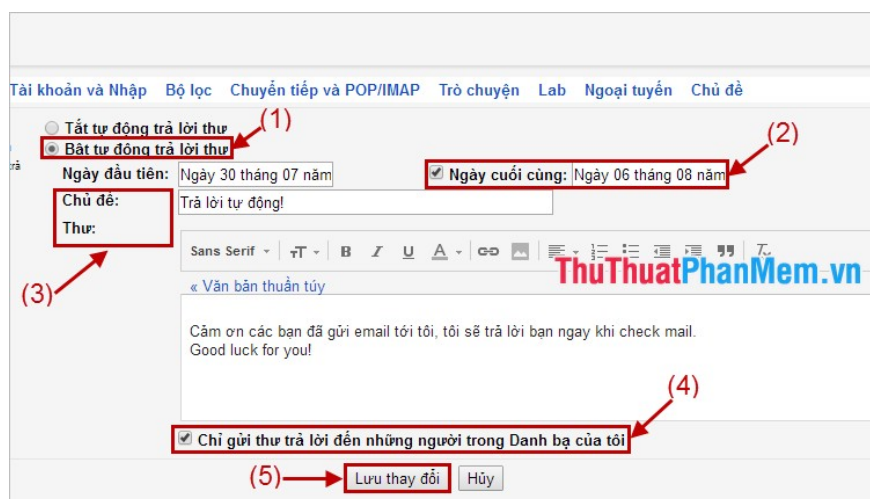
**Step 2:** In the **Settings** section , in the **General** tab, scroll right down the **Auto responder** section .



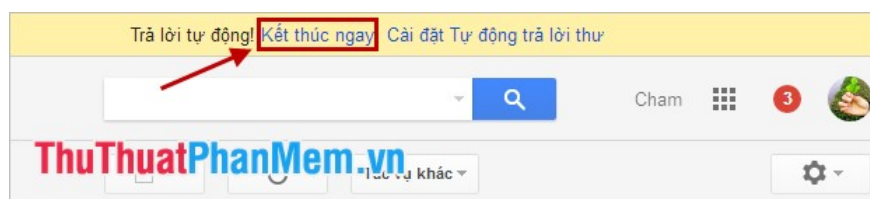
**Step 3:** You choose to **Turn** on the **automatic reply** (1), you can set the date for the automatic reply email. You can choose the end date by checking the **Last day** (2) box and selecting the end date of the auto-reply feature you want.

Next enter the subject and body of the auto-responder in the **Subject** , **Mail** (3) section. Since this is a general mail to all who send mail, you need to enter the content accordingly.

By default, autoresponder messages are sent to all emails sent to you, if you only want to send auto-replies to emails in your contacts and strange emails that don't reply automatically, Click **Send only replies to those in my contacts** (4). After completing you click **Save changes** (5) to save the settings.



After setup is complete, the screen will appear a message that has auto-reply turned on, if you want to cancel, click **Finish now** .



You can then use another test email to try sending an email to the email you just created and automatically reply to the results.

So from now on when others send emails to you, when your mail receives the mail, it will automatically reply to the message with the content as you have set above. Upon receipt of your automatic reply, everyone will know that the message was sent. Good luck!

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