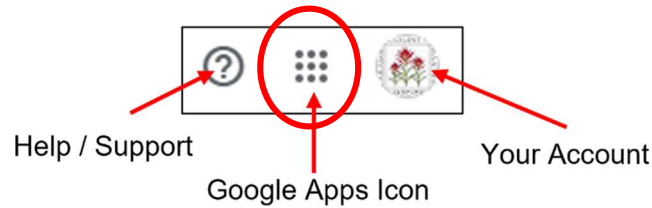



HOW TO SET UP & REMOVE YOUR EMAIL OUT-OF-OFFICE SETTINGS

1. Open Gmail.



2. At the top right, click the **Settings** icon  > **See all settings**.
3. Scroll down to **Vacation responder** and select **Vacation responder on** or **Vacation responder off**.
4. If you turned on the vacation responder, enter the dates you're away and add a message. Then, select who should get a response (leave boxes unchecked if you do not want to filter).
5. At the bottom, click **Save Changes**.
6. When you return from your trip, go through this checklist again to select Vacation responder off.