

How to create an automatic reply in Gmail (@biopolis.pt account)

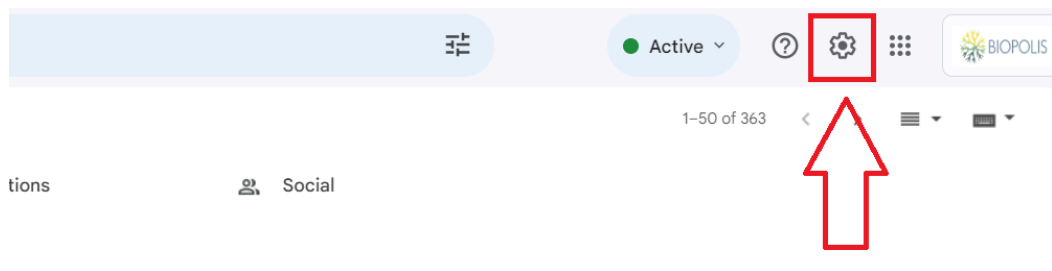
ITU User Documentation

Version: Oct 3, 2023

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1. Turn your vacation reply on or off

1.1. On your computer, open [Gmail](#)



- 1.2. In the top right, click **Settings**  > **See all settings**.
- 1.3. Scroll down to the "Vacation responder" section
- 1.4. Select **Vacation responder on**.

Vacation responder: ☐ Vacation responder off
 (sends an automated reply to incoming messages. If a contact sends you a message, you can choose to send an automated reply.) ☒ **Vacation responder on**

2. Set up your auto-reply message

- 2.1. Fill in the **date range**, **subject**, and **message**
- 2.2. At the bottom of the page, click **Save Changes**.

☐ Vacation responder off

☒ Vacation responder on

First day:

☐ Last day: (optional)

Subject:

Message:

Sans Serif

« Plain Text

Test

☐ Only send a response to people in my Contacts

☐ Only send a response to people in biopolis

Optionally you may click on the last day checkbox and indicate the date when the auto-reply message will be automatically turned off.

3. Turn off your auto-reply message

When your vacation reply is on, you'll see a banner across the top of your inbox that shows the subject of your vacation response.

3.1. To turn off your vacation response, click **End now**.

