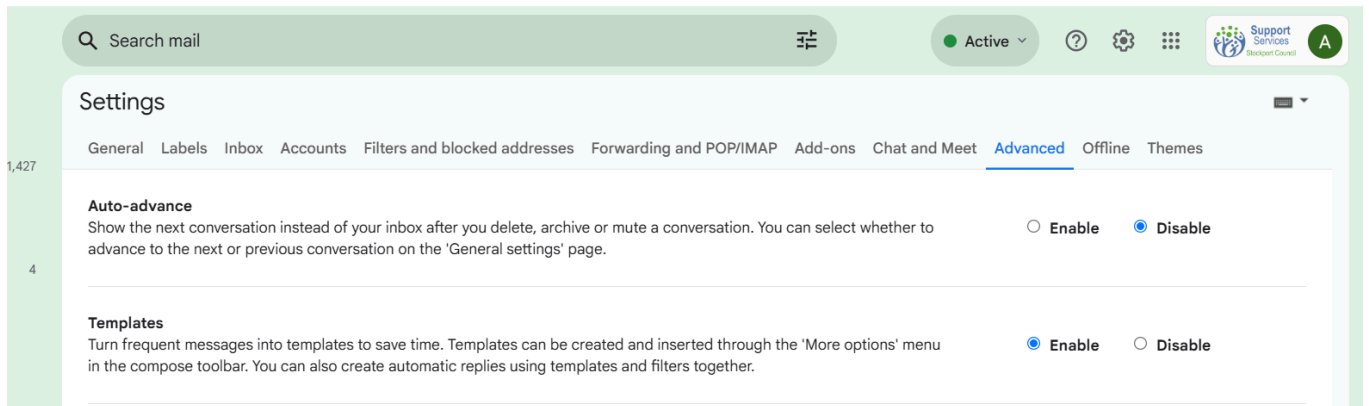# Auto Reply to Any Email Received

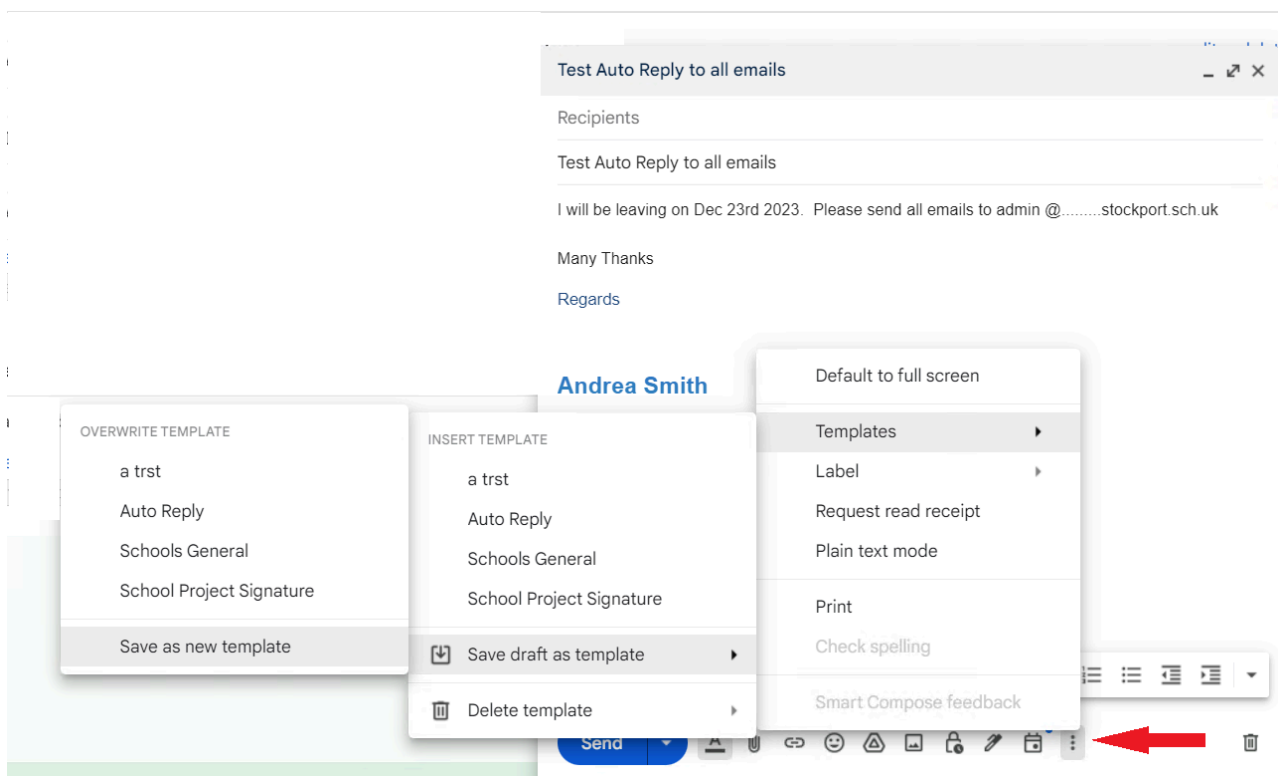Step 1. Create a new message template with the reply you want to use in it

Ensure templates are enabled from advanced settings

Once enabled do the following,

Click to compose a new Message, when the Box opens, type in the Subject and then what you want you reply to be in the main body of the email message. Eg, I will be leaving on 23rd Dec 2023. Please send all emails to admin @....stockport.sch.uk.
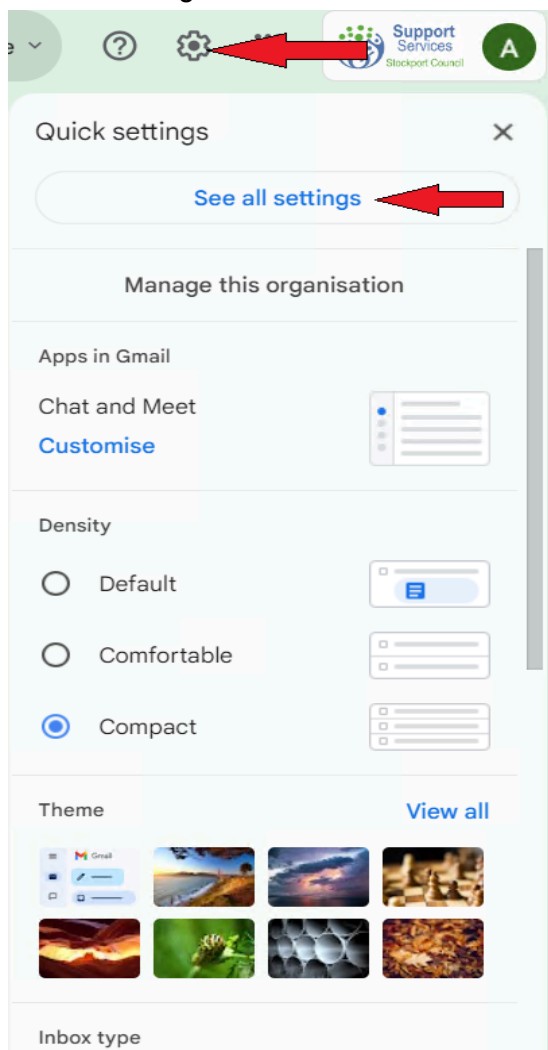
 Once you are happy with the content click on the 3 dots, then 'Templates', then 'Save draft as template', then 'Save as new template'. Give it a relevant name eg. auto response when the pop up box appears.
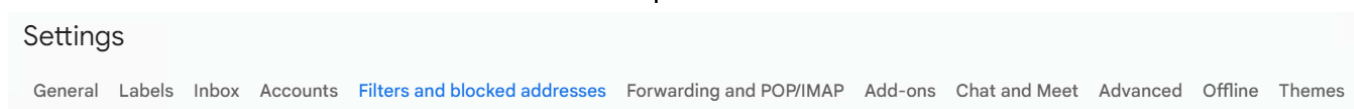

Once created, close the message window.

Step 2. Create a new Filter

Within Gmail, click on the cog in the top right corner to access the settings menu, when it open select 'See all settings'.

Click on 'Filters & blocked addresses' tab at the top

Click on 'Create a new filter', a new box will pop up like shown below.

Fill in each section as follows

From *.co.uk OR *.com OR *.sch.uk OR *.gov.uk   *(you can add other domains into here but they must have a capital OR between for it to work eg OR *.gov OR *.uk)*

Then click on Create filter and another box will pop up.

From	*.co.uk OR *.com OR *.sch.uk OR *.gov.uk
To	
Subject	
Includes the words	
Doesn't have	
Size	greater than ▾ MB ▾
☐ Has attachment	

Create filter   **Search**

Now select 'Send template' and from the drop down box select the name you save your template with. Once selected click on create filter at the bottom.

Search
← When a message is an exact match for your search criteria:

☐ Skip the Inbox (Archive it)

☐ Mark as read

☐ Star it

☐ Apply the label: Choose label... ▾

☐ Forward it to: Choose an address. ▾   Add forwarding address

☐ Delete it

☐ Never send it to   Choose template...

☑ Send template: Auto Response ←

   Always mark it a   a trst

   Never mark it as   Auto Reply

☐ Categorise as: Schools General

☐ Also apply filter   School Project Signature

Note: old emails will not receive a templated response

❓ Learn more   **Create filter**

For any email now being sent to your email account from any of the domains you added in the from box they will now automatically get your auto response message. If you want to turn it off or edit the message just go back into Filters and blocked addresses, and select delete or edit from the end of the line.

☐ Matches: **from:(*.co.uk OR *.com OR *.sch.uk OR *.gov.uk)**
   Do this: Send template 'Auto Response'   edit   delete

To edit the actual message template, compose a new message and then select the template you created. The once happy save over the top of the original template.