

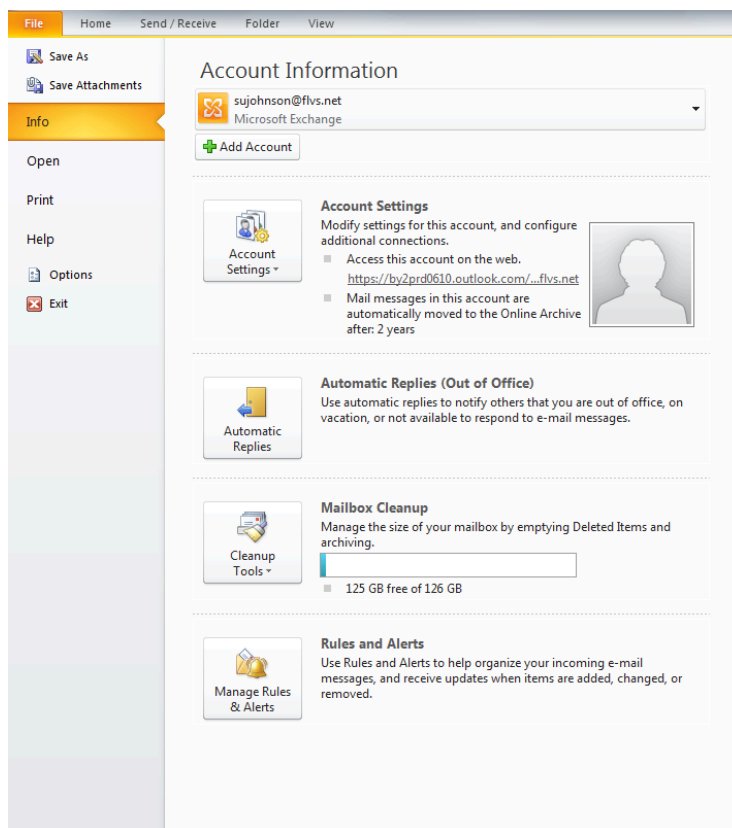
Auto-reply to Google Voice Texts

In Google Voice, go to your settings. Toggle **on** the “Forward messages to email”

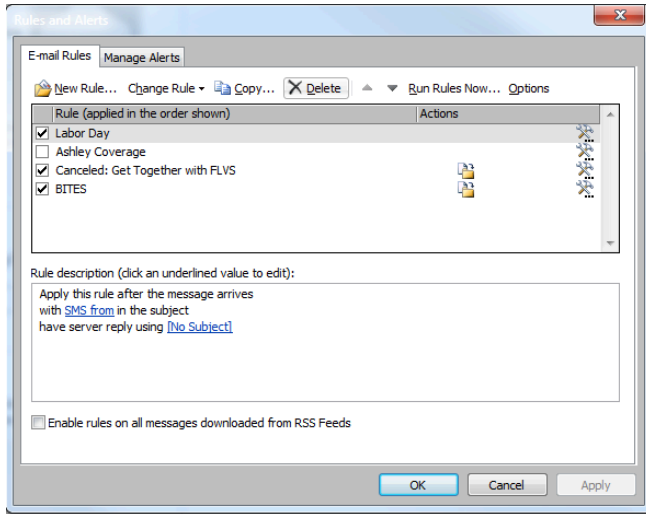
Messages



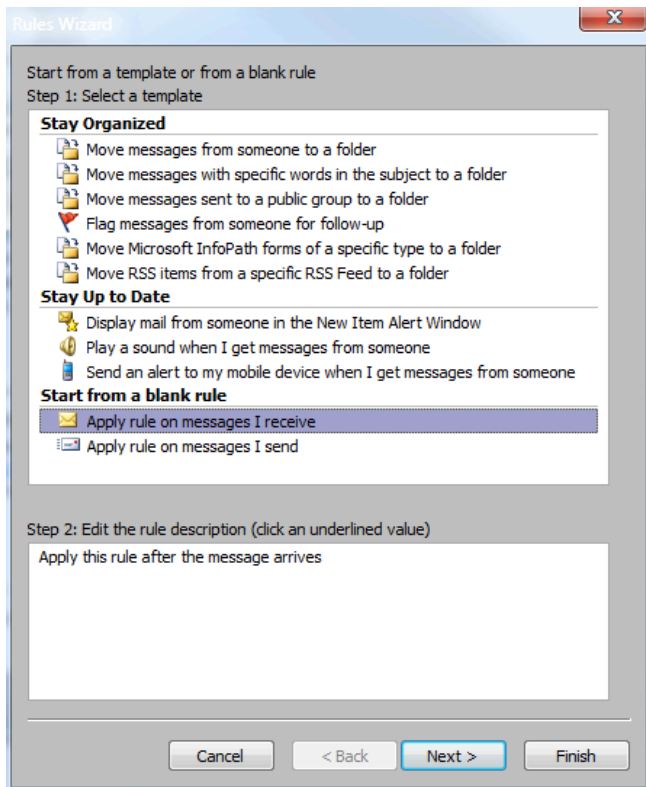
In Outlook, go to the “File” and you should see below. Click on “Rules & Alerts”.



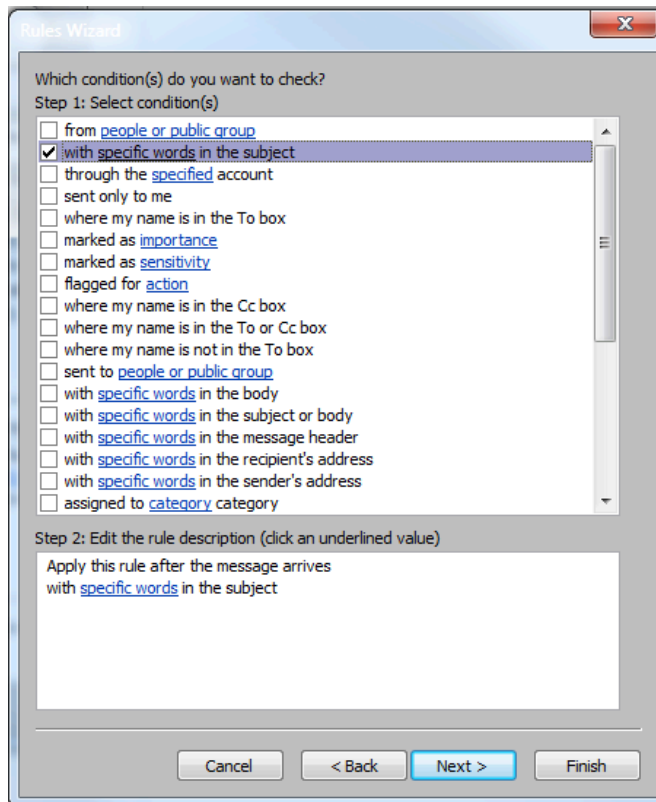
You want to create a “New Rule” then click “OK”. You can edit existing rules here later.



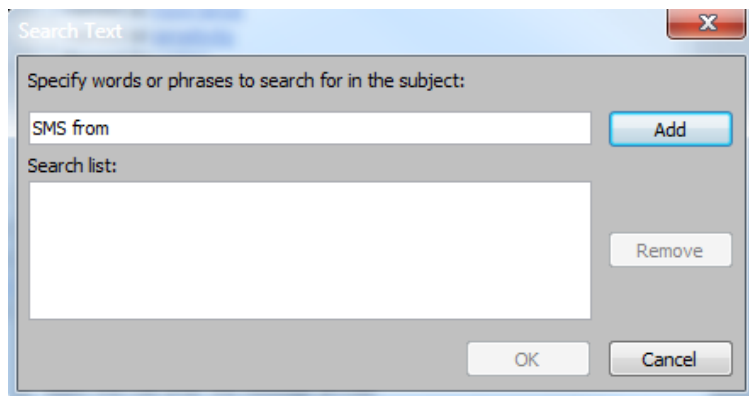
Under “Start from a blank rule”, click on “Apply rule on messages I receive” and then click on “Next”.



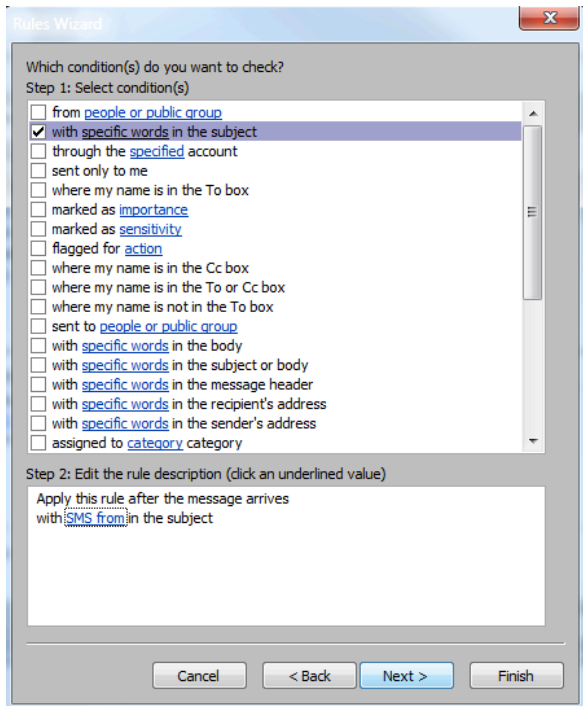
Click on “With specific words in the subject” as your condition. You will see your rule being built in the bottom window. Click on the words “specific words” in the bottom window.



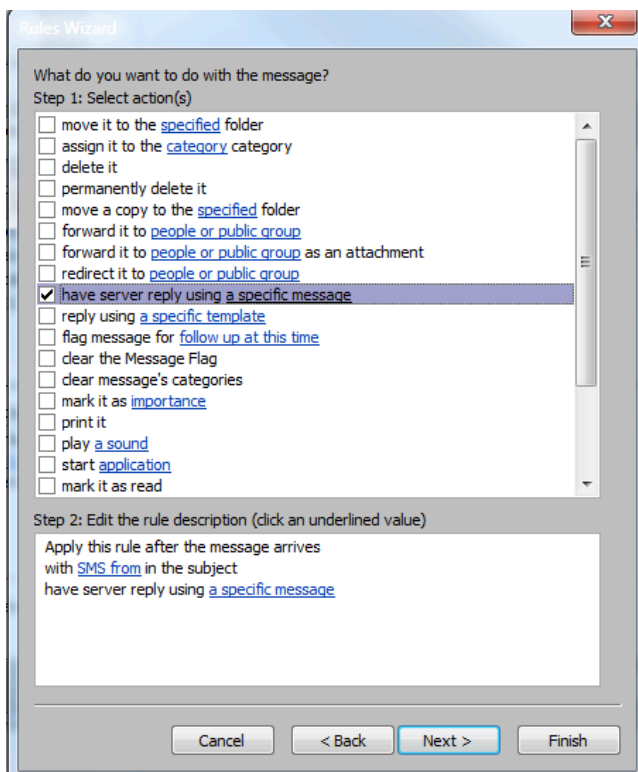
Type the words: **New Text**. Then click on the “Add” button. Then click “OK”.



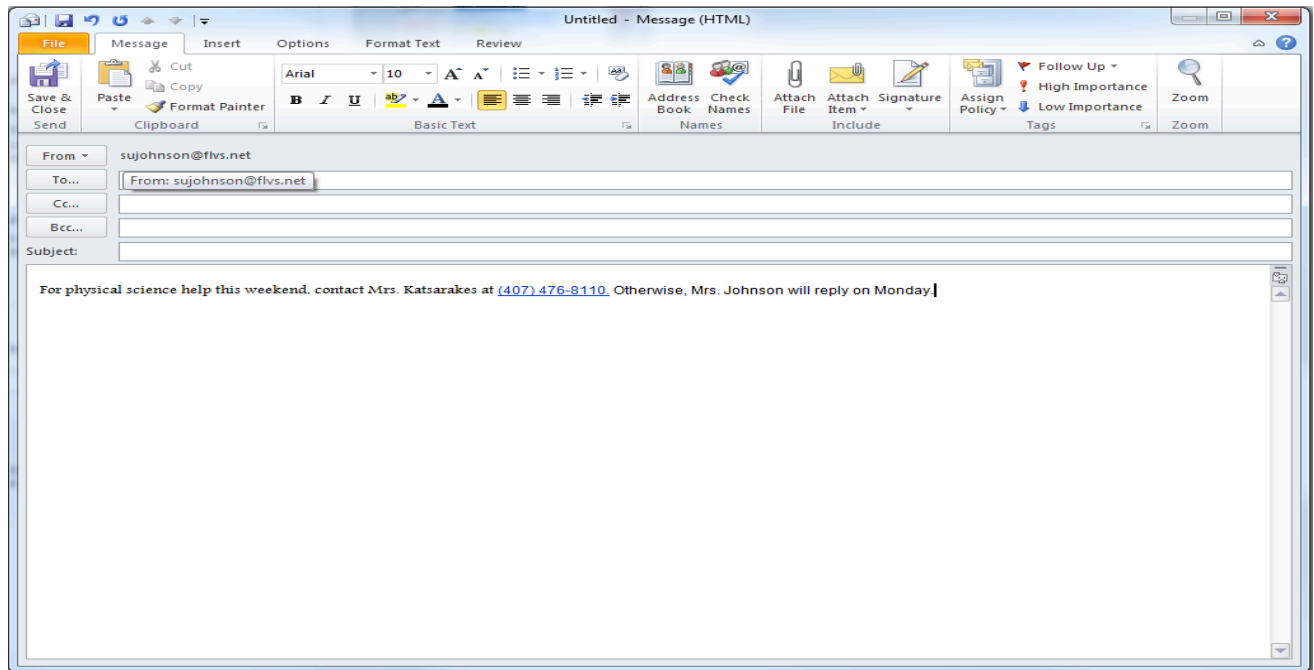
Your rule should now look like this. Click on the “Next” button.



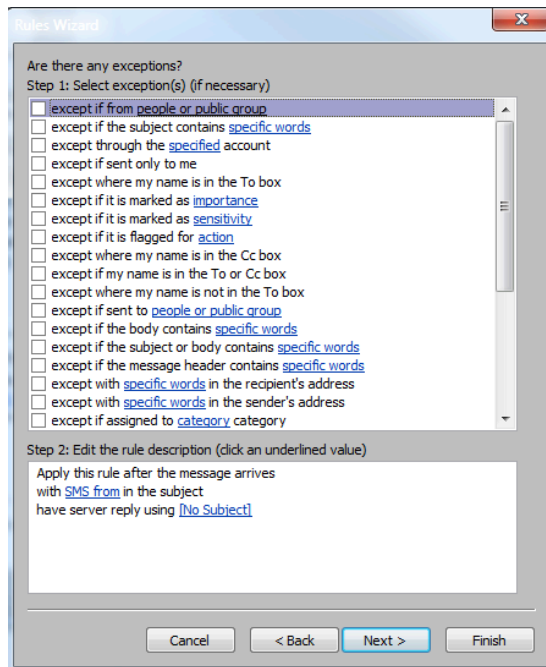
Click on “have server reply using a specific message”. The second box should update. Click on “specific message”.



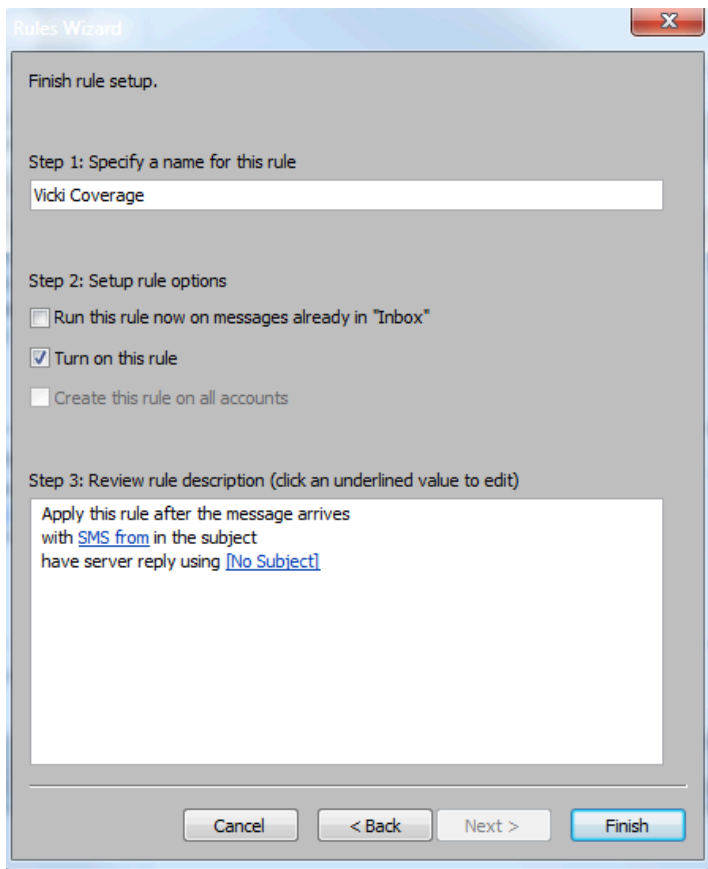
Type the text you want the person to see. Remember if it is more than 140 characters Google Voice will send multiple messages. Click on “Save & Close”.



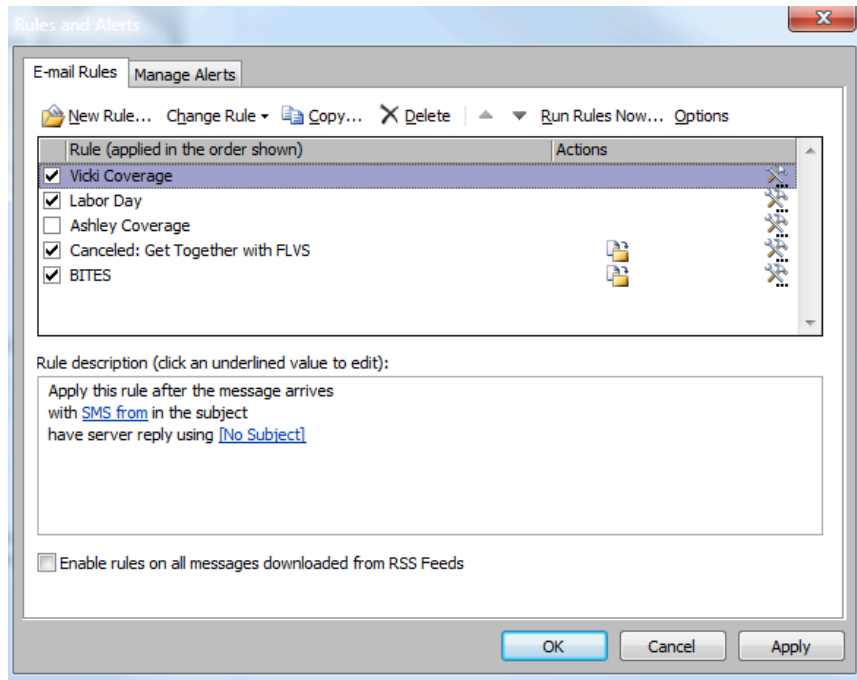
Click “Next” here unless you want any exceptions.



Name your rule. Turn your rule on if you want it to start immediately. Click “Finish”.



The checkbox means the rule is on.



Test your rule. Here is what it will look like to the person texting you.

(2/2)reply back on Monday.

(1/2)Hi! This weekend, Mrs. McElligott will be happy to help you with physical science. You can reach her at [772-245-7423](tel:772-245-7423). Otherwise, I will



Sep 1, 2013, 8:13 PM

Hi! Test test

In observance of Labor Day, FLVS teachers are off. Mrs. Johnson will reply to your text starting tomorrow.