How do I set up an away message or a vacation message in Gmail?

Tell Me

1. Login to Gmail, gmail.uncc.edu
2. Click on the drop down arrow to the right of the Gear icon in the top right
3. Choose Settings
4. Click on the General tab
5. Look for Vacation responder near the bottom of the list
6. Set vacation responder to On
7. Enter first and last day
8. Add a message
9. Decide whether to send a response to people in your contact list or only people in UNC Charlotte

Related FAQs

- How does a supervisor request temporary access to an employee’s Gmail account?
- How do I set up “Send mail as” permissions for an account I am a delegate for?
- How can I get removed from the ResearchStudyAnnouncement(2)-group emails?
- What is a filter and how do I create one in Gmail?
- How do I make sure mass email messages from 3rd party vendors will not be blocked or flagged as SPAM?