

TEENY TUTORIALS



SHE WORKS HIS WAY.COM

AUTO RESPONDERS

Issue 04

TEENY TUTORIALS:

how to set up vacation/autoresponders

1. TURN VACATION RESPONDER ON

In Gmail, go to the gear on the top right. Then go to Settings. On the General tab, scroll all the way to the bottom and turn ON vacation responders.

2. SET YOUR DATES

Set your first day and then decide if you want to have an end date. If you want to use the vacation responder as an auto responder, then you can choose NOT to have a last day. This means that anytime someone emails you, the message you type out will automatically be sent to them as a reply.

Vacation responder:

(sends an automated reply to incoming messages. If a contact sends you several messages, this automated reply will be sent at most once every 4 days)

[Learn more](#)

☒ Vacation responder off

☐ Vacation responder on

First day: May 30, 2018

☐ Last day: (optional)

Subject:

Message:

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[« Plain Text](#)

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3. CREATE YOUR MESSAGE

Share your business' mission in a short and simple message.

This is a great place to add FAQs/FYIs for your business. You can also add your business hours, or a time-frame when they should hear back from you.

4. SAVE IT

Don't forget to save it at the bottom! You can always test it out by emailing yourself to see what your emailers will see when they send you an email.

BONUS! CHANGE IT UP

Don't forget to change your message when you're out of town, or around the holidays!