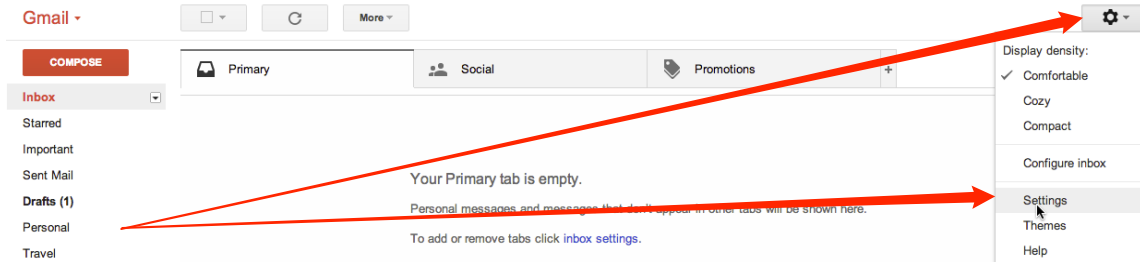# Gmail Tip: Vacation Responder is the new "Out of Office" auto reply

Going to be out for a minute? Turn on Vacation Responder!

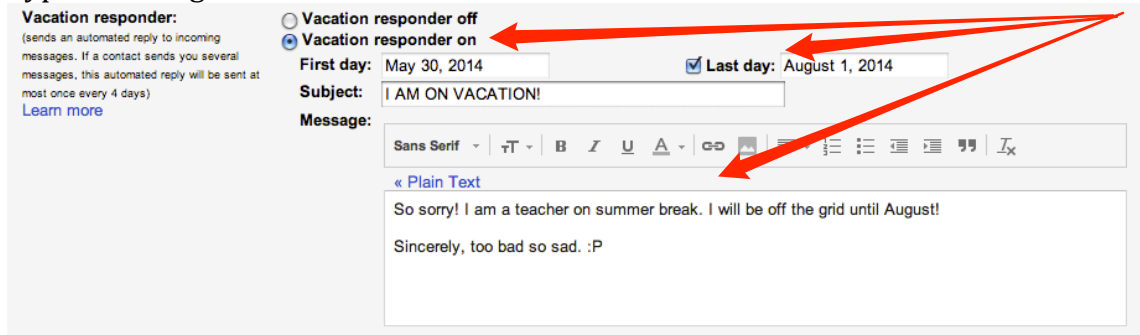1. Click the settings gear icon. Then click on "Settings".

2. Scroll down to "Vacation Responder".
Turn "Vacation responder" on.
Dial in the dates.
Type a message.

3. When you are done, scroll down and click "Save Changes".