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PRODUCT GUIDE

Gmail automatic reply (out of office)

How to set the Out of Office status in Gmail

PREPARED BY

People Ops

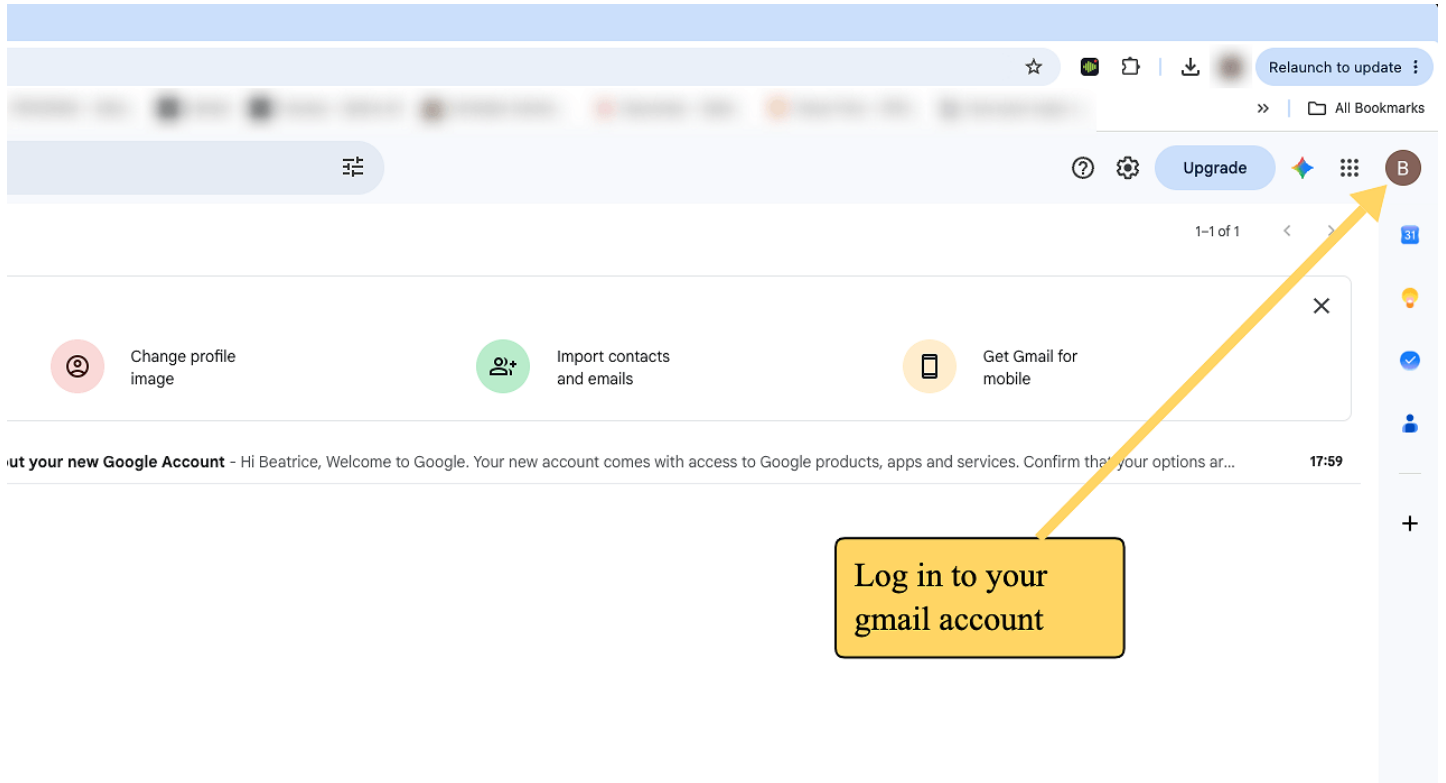
DATE

28/07/26

VERSION

1.0

1 Click here



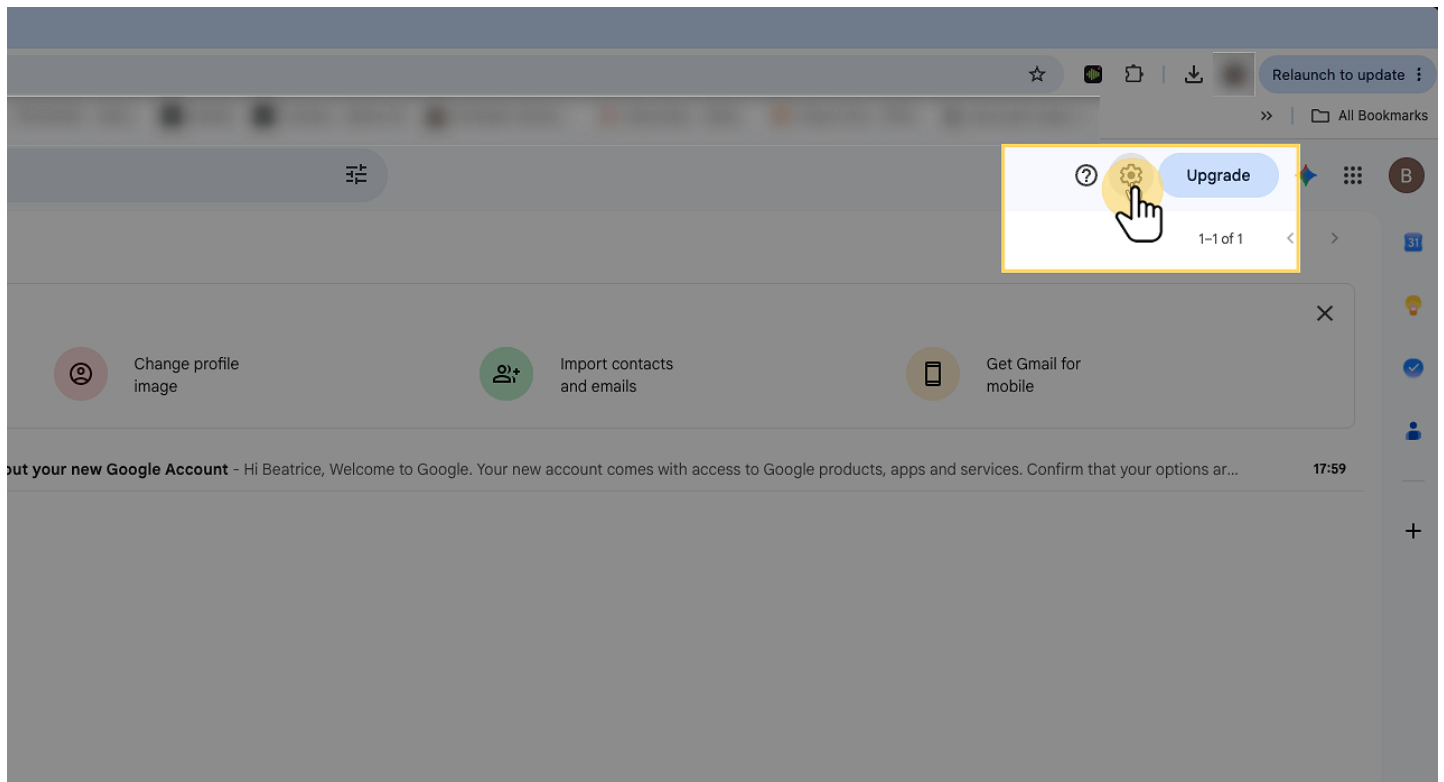
2 Open the Settings menu



Difference in the mobile app experience

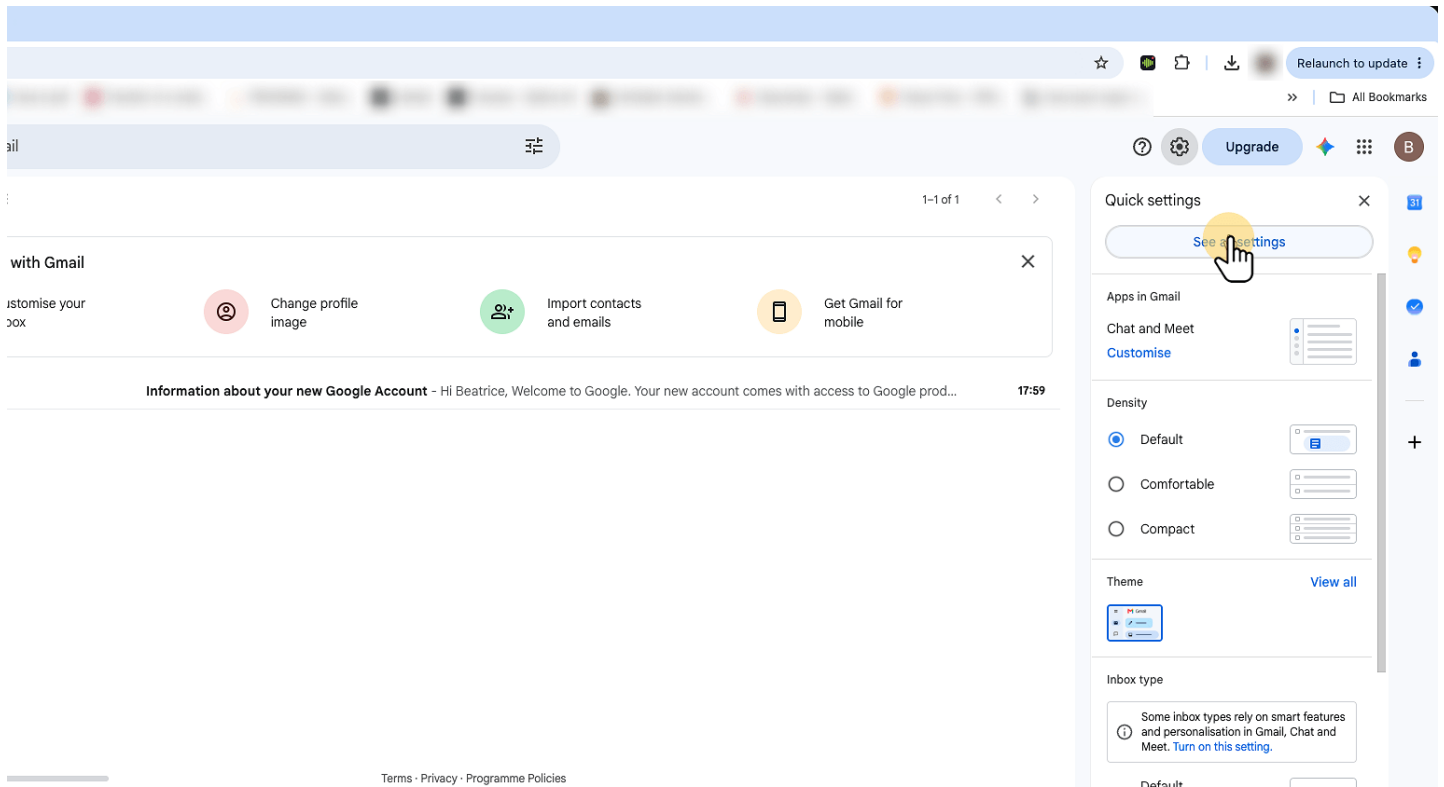
To set up an out-of-office auto-reply in the Gmail mobile app, open the app, tap the Menu icon (three lines) in the top left corner, and go to Settings. Tap your email address, select Vacation responder, toggle it On, and fill out your dates, subject, and message.

Click the **gear icon** (⚙️) in the top-right corner of Gmail to open the quick settings panel.



3 Open the full settings page

At the top of the quick settings panel, click [See all settings](#). This opens Gmail's complete settings page, where the vacation responder lives.



4 Turn the Vacation responder on



It's easy to get lost in all the settings..

The General tab is selected by default. Scroll all the way to the bottom – the Vacation responder section is the last one on this page.

Select Vacation responder on ([Out of Office AutoReply on](#)). The fields below will activate so you can fill in the details. The **First day** will fill in automatically. **Gmail will start sending auto-replies at midnight on this date.**

Settings

[General](#) Labels Inbox Accounts and Import Filters and blocked addresses Forwarding and POP/IMAP Add-ons Chat and Meet Advanced Offline Themes

1 Importance signals for ads: You can view and change your preferences [here](#).

Signature: (appended at the end of all outgoing messages) [Learn more](#) [+ Create new](#)

Personal level indicators: ☒ No indicators ☐ Show indicators - Display an arrow (›) by messages sent to my address (not a mailing list), and a double arrow (») by messages ser

Snippets: ☒ Show snippets - Show snippets of the message (// - Google Web Search!). ☐ No snippets - Show subject only.

Out-of-Office AutoReply: (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](#)

☐ Out of Office AutoReply off ☒ Out of Office AutoReply on

Start day: 5 July 2026

Subject:

Message: Sans Serif T B

« Plain Text



5 Set your last day (optional, but recommended)

Tick the **Last day** checkbox and choose your return date. Gmail will turn the responder off automatically – no risk of leaving it on after you're back. You may as well leave the field empty, just don't forget to set the Vacation responder to **off** upon your return.

f all outgoing messages)

[+ Create new](#)

icators:

- ☒ **No indicators**
- ☐ **Show indicators** - Display an arrow (›) by messages sent to my address (not a mailing list), and a double arrow (») by messages sent only to me
- ☒ **Show snippets** - Show snippets of the message (like Google Web Search!).
- ☐ **No snippets** - Show subject only.

Reply:

ply to incoming messages. If a
ral messages, this automated
it once every 4 days)

- ☐ **Out of Office AutoReply off**
- ☒ **Out of Office AutoReply on**

First day: 5 July 2026

☐ **Last day:** (optional)

Subject:

Message:

Sans Serif ▾ | tT ▾ | **B** *I* U A ▾ | ↺ ↻ | ☰ ▾ | ☰ ▾ | ☰ ▾ | ☰ ▾ | 99 | ✕

« Plain Text

☐ Only send a response to people in my Contacts

Save Changes

Cancel



6 Write a clear subject line

Keep it short and direct — something like *"Out of office — back [date]"*. Senders see this in their inbox immediately and know exactly what's going on.

Personal level indicators:

☒ **No indicators**
☐ **Show indicators** - Display an arrow (›) by messages sent to my address (not a mailing list), and a double arrow (») by messages sent to my mailing list.

Snippets:

☒ **Show snippets** - Show snippets of the message (like Google Web Search!).
☐ **No snippets** - Show subject only.

Out of Office AutoReply:
An automated reply to incoming messages. If a message is sent to you several times, this automated reply will be sent at most once every 4 days.
[more](#)

☐ **Out of Office AutoReply off**
☒ **Out of Office AutoReply on**

First day: **Last day:** ☒

Subject:

Message:

« Plain Text

☐ **Only send a response to people in my Contacts**

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7 Write your auto-reply message

Let people know when you'll be back and who to contact in the meantime. Two or three sentences is plenty. You can use the toolbar to add formatting, links, or your signature.

✓ **Out of office auto-reply on**

First day: 5 July 2026

☒ Last day: 18 July 2026

Subject: Out of office - back July 18th

Message:

Sans Serif ▾ | **TT** ▾ | **B** *I* U A ▾ |   |  ▾ |  |  |  |  | 99 | 

« Plain Text

I will not be available until July 18th. Please get in touch with my colleague Jane Marcel
([redacted]@[redacted].n) in case of emergency. |

Apply styling to
improve the
appearance of your
emails

☐ Only send a response to people in my Contacts

Save Changes

Cancel

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8 Optionally limit who receives the reply

Two checkboxes let you restrict the responder to people in your contacts, or to people inside your company. Use these to keep your auto-reply from going to mailing lists and newsletters.

AutoReply:

ed reply to incoming messages. If a
several messages, this automated
t most once every 4 days)

☐ Out of Office AutoReply off

☒ Out of Office AutoReply on

First day:

☒ Last day:

Subject:

Message:

Sans Serif

« Plain Text

I will not be available until July 18th. Please get in touch with my colleague Jane Marcel
(jane.marcel@gmail.com) in case of emergency.



☐ Only send a response to people in my Contacts

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9 Save your changes

Scroll to the bottom of the settings page and click **Save Changes**. Your Vacation responder is now active and will start on your chosen first day.

☒ **Show snippets** - Show snippets of the message (like Google Web Search!).
☐ **No snippets** - Show subject only.

Reply:
ply to incoming messages. If a
ral messages, this automated
it once every 4 days)

☐ **Out of Office AutoReply off**
☒ **Out of Office AutoReply on**

First day: ☒ **Last day:**

Subject:

Message:

Sans Serif ▾ | **T** ▾ | **B** | *I* | U | A ▾ | | ▾ | | | | | 99 |

[« Plain Text](#)

I will not be available until July 18th. Please get in touch with my colleague Jane Marcel (jane.marcel@gmail.com) in case of emergency.

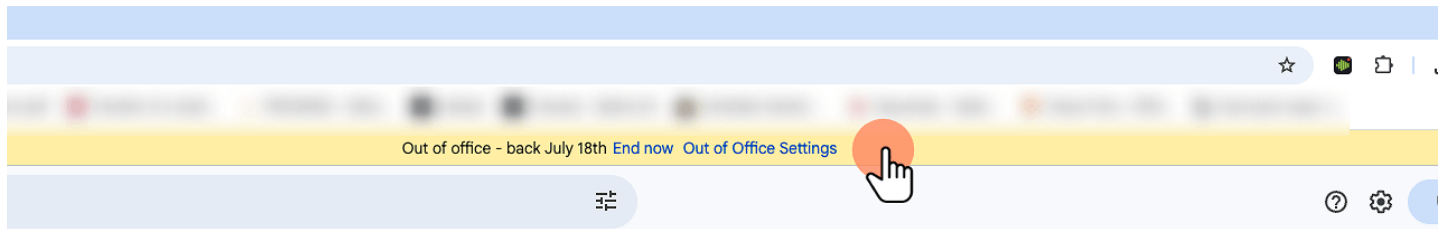
☒ **Only send a response to people in my Contacts**

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10 You're all set

While the responder is active, Gmail shows a yellow banner at the top of your inbox with an End now button. Click it anytime to turn the auto-reply off before your end date.



1 Gmail

ise your



Change profile
image



Import contacts
and emails



Get Gmail for
mobile

Information about your new Google Account - Hi Beatrice, Welcome to Google. Your new account comes with access to Google products, apps and services. Confirm that your optic

