
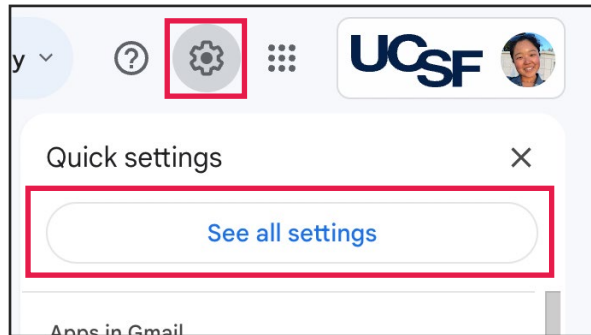


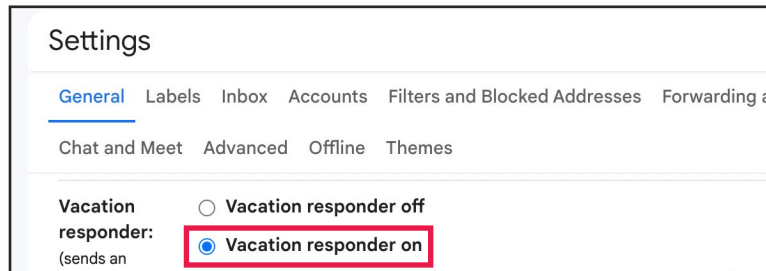
Setting Automatic Replies in Gmail

As you transition from your CSH Gmail account to your new UCSF email address in Outlook, it is best practice to set your automatic replies to let recipients know that your email address is changing. Let's review the process for configuring automatic replies in Gmail.

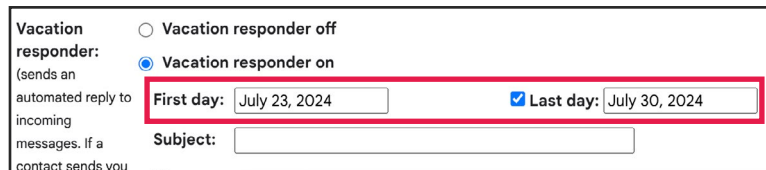
1. Log into [Gmail](#).
2. Select the **Gear**  icon then the **See all settings**.



3. Navigate to the **Vacation responder** section.
4. Select the **Vacation responder on** option.

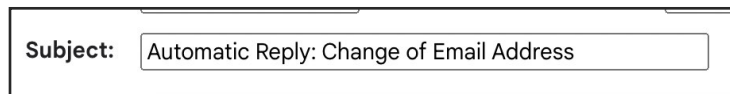


5. Enter the **First Day** and **Last Day** for the automatic replies to be sent.



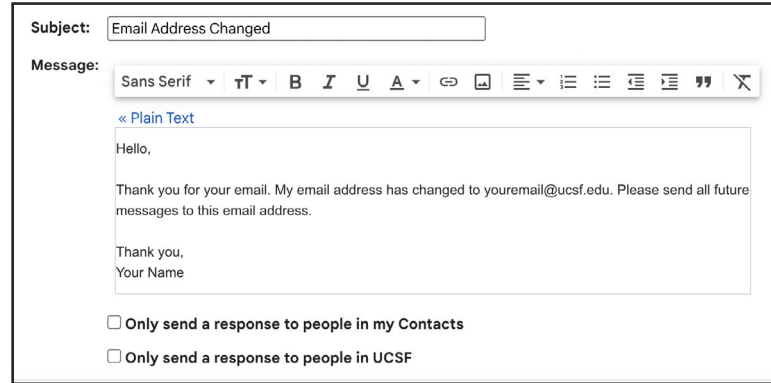
6. Provide a **subject** for the automatic reply.

NOTE: This should be descriptive for the recipient.



7. Compose a message for the automatic reply that is descriptive and highlights that your email address is changing.

Note: DO NOT SELECT THE ONLY SEND A RESPONSE TO PEOPLE IN MY CONTACTS OPTION.



8. Click **Save Changes**.



9. Congratulations! You have successfully configured your automatic replies in Gmail!