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.

Subject: Automatic Reply: Change of Email Address

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.

Message:	Sans Serif - T - B I U A - 더 프 프 프 프 프 패 X
	« Plain Text
	Hello,
	Thank you for your email. My email address has changed to youremail@ucsf.edu. Please send all future messages to this email address.
	Thank you, Your Name

8. Click Save Changes.



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