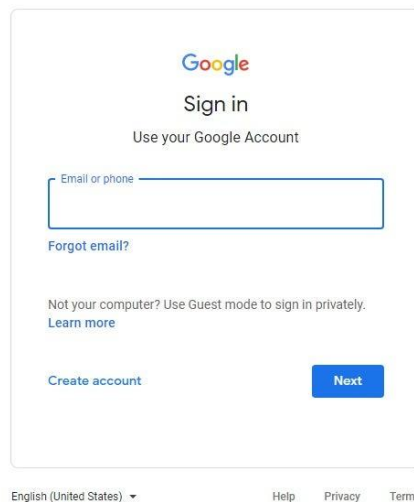


It's hard to be online all the time in [Google Mail](#), especially when you are resting, on vacation, on a sick leave, without internet access, or in a special appointment. If you'll be away but still need to send mails to certain concerns automatically, you can set up a Gmail canned response according to this brief tutorial on how to set auto reply in Gmail.

Step 1: Sign in to Google Mail

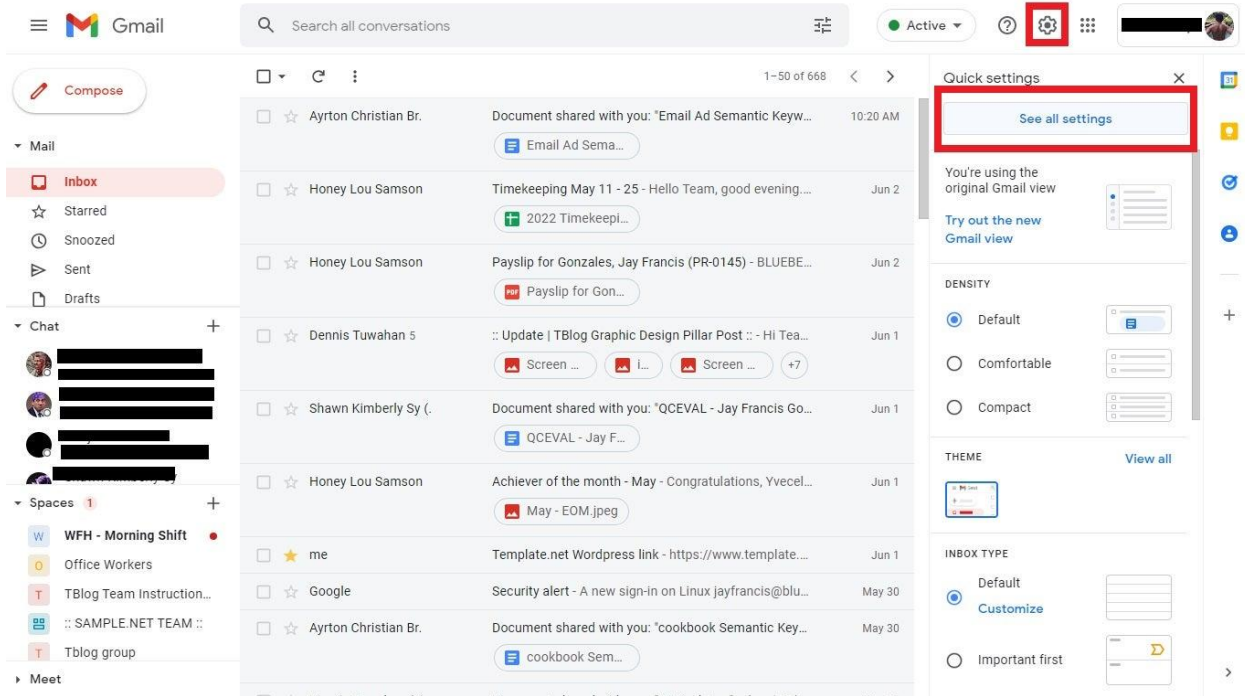
The image shows the Google sign-in interface. At the top is the Google logo, followed by the text "Sign in" and "Use your Google Account". Below this is a text input field labeled "Email or phone". Underneath the input field is a link for "Forgot email?". Further down, there is a note: "Not your computer? Use Guest mode to sign in privately." with a link "Learn more". At the bottom left is a link "Create account" and at the bottom right is a blue button labeled "Next". At the very bottom of the page, there are links for "English (United States)", "Help", "Privacy", and "Terms".

First things first, head to <http://mail.google.com/mail/> and sign in to your Gmail account. [Create a Google Email account](#) and sign in or you won't be able to set a Gmail vacation responder or access any other Google feature. Also, just use the Gmail app if you are using Android or Apple.

Note

Don't have a Google Mail account yet? Sign up shortly by logging in to <https://accounts.google.com/signup>.

Step 2: Open Settings



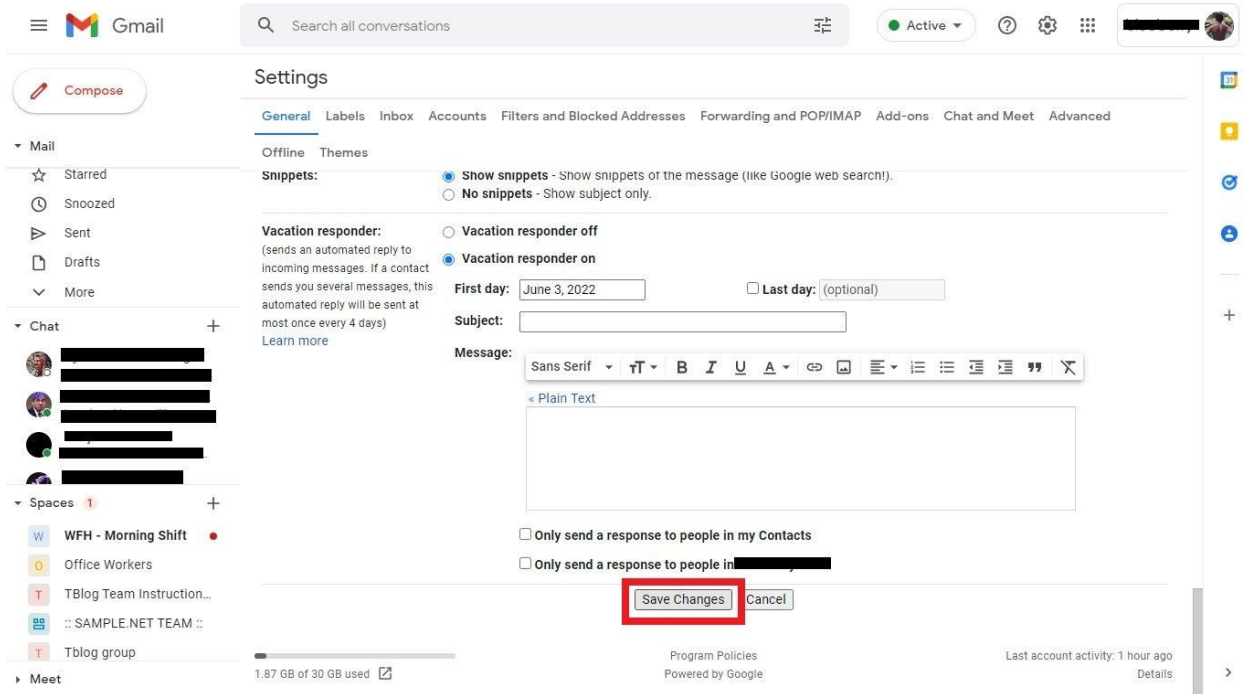
If you are already inside your Gmail account, look for the gear icon to access “Settings.” The “Settings” button is found on the top right of your screen. Then, click “See all settings” because it is through there that you can experience more features such as auto-generated replies.

Step 3: Head to the Vacation Responder Section

The screenshot shows the Gmail 'Settings' page for the 'General' tab. The 'Vacation responder' section is highlighted, showing the 'Vacation responder on' option selected with a red box. The 'First day' is set to 'June 3, 2022' and the 'Last day' is optional. The 'Message' field is empty, and the 'Subject' field is also empty. The 'Snippets' section shows 'Show snippets' selected. The 'Only send a response to people in my Contacts' and 'Only send a response to people in BlueBerry Labs' options are unchecked. The 'Save Changes' and 'Cancel' buttons are visible at the bottom of the section.

Scroll below until you can view the “Vacation responder” section. In default, the responder would be marked as off. So fill in the circle beside “Vacation responder on” to turn it on. Take note that the term “Vacation responder” is a general term for auto replies so you may treat it as an out-of-office-message response or any form of automated reply.

Step 4: Fill in the Details and Save Changes



Now for the important part, state the details of your auto replies. Expect to write the date range, subject, and complete message. Be sure your message has the complete thought, text, and content so recipients understand your automated replies. Also, you can set up if the response is given to the inbox of your personal contacts or business contacts. Once finished, click “Save changes.”

How to turn off auto reply in Gmail

The process runs the same as the steps provided above except you unclick the bullet beside “Vacation responder on” and highlight the bullet beside “Vacation responder off.”

How to turn off email notifications on Google Mail

In Google Mail, [turn off email notifications](#) by opening “Settings” and “See all settings.” Then, scroll down to the “Desktop notifications” section, make sure you mark the bullet beside “Mail notifications off,” and tap “Save changes” below.

How to access Smart Reply on Gmail

Open your Gmail account, head to “Settings,” click “See all settings,” and scroll down to the “Smart Reply” section where you can turn it on or off.