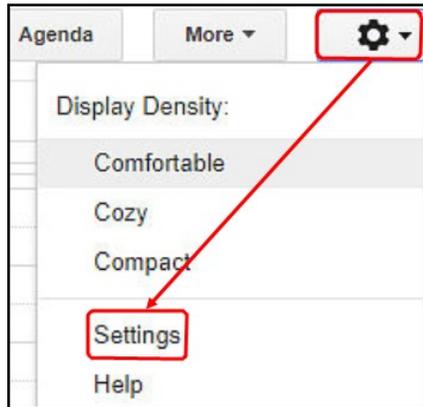# CCSD GOES GOOGLE !

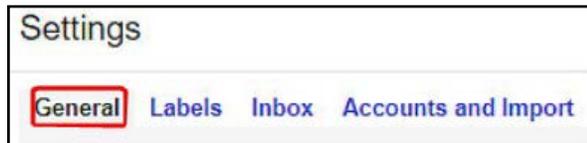## Creating a vacation responder in G Suite

1. Log on to your Google G Suite account by connecting to the website, Google.com.
2. Select **Mail** from the upper right corner of the screen.
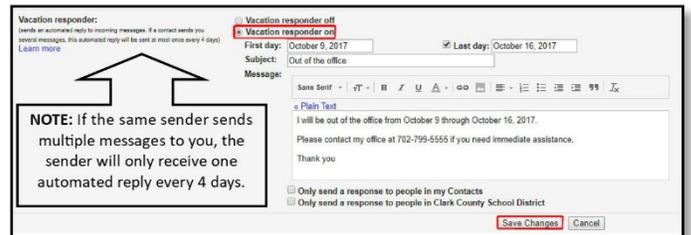

3. From the upper right corner of your mailbox, select the **Settings** icon, then select **Settings**.

4. While in **Settings**, select the **General** tab (most left option)

5. Scroll down to the **Vacation responder:** section.
6. Select the button **Vacation responder on**.
7. Change the **First day** and **Last day** date options.
8. Type a subject (I.E. "Out of office").
9. Type your vacation/out of office notification text in the blank box.
10. Scroll down to the bottom of the screen, then select **Save changes**.

NOTE: If the same sender sends multiple messages to you, the sender will only receive one automated reply every 4 days.

NOTE: You may limit the users that receive this response by selecting either of the options below your message.