

How to Configure a Vacation Responder in Google Apps **(replaces read-only proxy access)**

Blue Ridge's Google Apps e-mail can automatically respond to e-mails for you when you are going to be away from your e-mail for an extended period, such as annual leave, sick leave or summer hiatus for 9-month employees.

To configure the Vacation Responder:

1. Login to your Google Apps account
2. Click the gear icon in the upper right-hand corner of the e-mail client web page.
3. Select "Mail Settings"
4. Scroll down to the Vacation Responder (on the General tab)
5. Click the button next to "Vacation responder on"
6. Set the start date in the "First day" field. Default is set to today, but can be set in the future. The "Ends" field/checkbox is optional but is a great feature to stop your vacation responder automatically when you return.
7. Type in the "Subject" and "Message" sections the content that will be communicated to anyone who e-mails you while you are out. The subject should be something simple and descriptive such as: "Out of Office Automatic Reply." The message section needs to provide information about when you will return.
 - a. **NOTE:** If you include the contact details of a co-worker who will filling in for you during your absence, then this will substitute for read-only proxy access under the previous e-mail system.
8. Click "Save Changes" at the bottom of the screen.

To turn off the Vacation Responder:

1. Login to your Google Apps account
2. Click the gear icon in the upper right-hand corner of the e-mail client web page.
3. Select "Mail Settings"
4. Scroll down to the Vacation Responder (on the General tab)
5. Click the button next to "Vacation responder off"
6. Click "Save Changes" at the bottom of the screen.