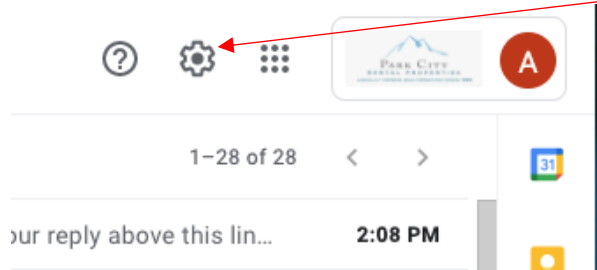


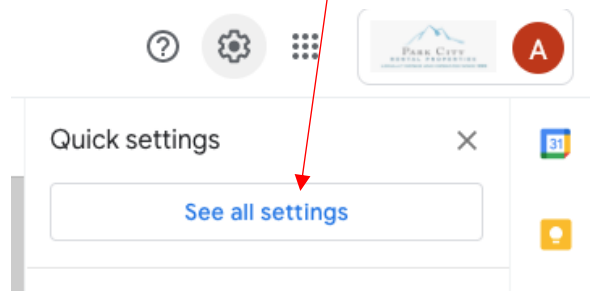
## HOW TO SET UP OUT OF OFFICE REPLY

-Go to <https://mail.google.com/> and log into your email account

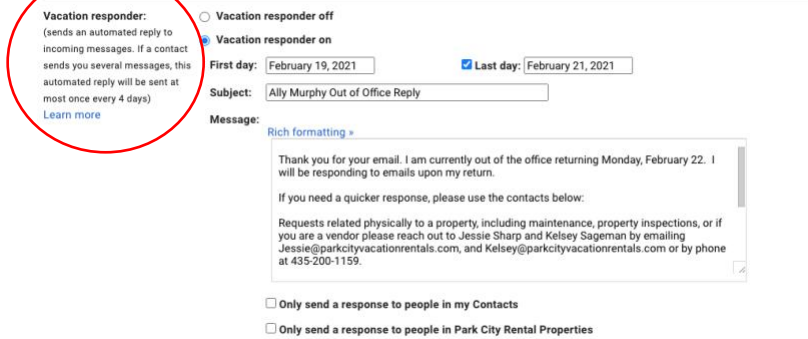
-In the upper righthand cord of the screen select cogwheel icon for settings



-Select "See all Settings"



-Scroll down until you get to "Vacation Responder" section.



-Select the dot next to "Vacation responder on"

**Vacation responder:**  
(sends an automated reply to incoming messages. If a contact sends you several messages, this automated reply will be sent at most once every 4 days)  
[Learn more](#)

Vacation responder off  
 **Vacation responder on**

**First day:** February 19, 2021       **Last day:** February 21, 2021

**Subject:** Ally Murphy Out of Office Reply

**Message:**  
[Rich formatting >](#)

Thank you for your email. I am currently out of the office returning Monday, February 22. I will be responding to emails upon my return.

If you need a quicker response, please use the contacts below:

Requests related physically to a property, including maintenance, property inspections, or if you are a vendor please reach out to Jessie Sharp and Kelsey Sageman by emailing [Jessie@parkcityvacationrentals.com](mailto:Jessie@parkcityvacationrentals.com), and [Kelsey@parkcityvacationrentals.com](mailto:Kelsey@parkcityvacationrentals.com) or by phone at 435-200-1159.

Only send a response to people in my Contacts  
 Only send a response to people in Park City Rental Properties

-Change "First Day" to the start date the out of office reply should be sent.

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(sends an automated reply to incoming messages. If a contact sends you several messages, this automated reply will be sent at most once every 4 days)  
[Learn more](#)

Vacation responder off  
 **Vacation responder on**

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**Subject:** Ally Murphy Out of Office Reply

**Message:**  
[Rich formatting >](#)

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-Change the "Last Day" to the last date the out of office reply should be sent.

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[Learn more](#)

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 **Vacation responder on**

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**Message:**  
[Rich formatting >](#)

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IE if you are out of the office for the weekend. The first day should be Friday, the last day should be Sunday.

-Change the Subject to include dates you are out of the office

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[Learn more](#)

Vacation responder off  
 **Vacation responder on**

First day:   Last day:

Subject:

Message:  
[Rich formatting >](#)

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-In the message section paste your departments template adding in actual dates you will be out. The system will keep the last out of office reply message that you used so you may just need to amend the dates.

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[Learn more](#)

Vacation responder off  
 **Vacation responder on**

First day:   Last day:

Subject:

Message:  
[Rich formatting >](#)

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-Select SAVE CHANGES at the bottom.

Only send a response to people in Park City Rental Properties