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**SOP- Setting up an Email Autoresponder Reply- Systems Vault**

**PREREQUISITES**

[SOP MASTER- Staff Leave Procedure- Sarah Noked OBM](https://docs.google.com/document/d/1YPqCJZGbZCYOSZIuZasErqMDSNA0Z3S2gq1Iib8w-20/edit?usp=sharing)

[Template- Out of the Office Staff Autoresponder (for vacation) - Systems Vault](https://docs.google.com/document/d/1LXI2pagms_UFUrx12fBp2VJi5olQ6JCKY0jxb_qlDjE/edit?usp=sharing)

[Teamwork PM](http://sarahnoked.com/teamwork)

**PURPOSE**

Autoresponders are updated to our email to provide an automatic response to clients letting them know we are out of the office.

**POLICY**

If you are OOO for a holiday or vacation you must set the autoresponder for your @sarahnoked.com email accounts as well as email addresses you are responsible for that will not be managed by another team member.

**PARTY**

All Team Members

**PROPERTY**

Online Business Manager

**PROCESS**

Part 1: Create the Out of Office Autoreply

Part 2: Turn Off the Out of Office Autoreply

**PROCEDURE**

**Part 1: Create the Out of Office Autoreply**

1. Open @sarahnoked.com [Gmail](https://mail.google.com/).
2. In the top rightSettings, click Settings
3. Scroll down to the "Vacation responder" section.
4. Select Vacation responder on
5. Fill in the date range
6. Fill in subject and message according to: [Template- Out of the Office Staff Autoresponder (for vacation) - Systems Vault](https://docs.google.com/document/d/1LXI2pagms_UFUrx12fBp2VJi5olQ6JCKY0jxb_qlDjE/edit?usp=sharing)
7. Under your message do not check off boxes of who to send the message to- we want them to send to everyone.
8. Save Changes.

**Part 2: Turn Off the Out of Office Autoreply**

1. Open @sarahnoked.com [Gmail](https://mail.google.com/).
2. In the top rightSettings, click Settings
3. Scroll down to the "Vacation responder" section.
4. Select Vacation responder off

**Created by:**

**Department:** Operations & Support

**Date:**

**Revised:**

**Revised by:**