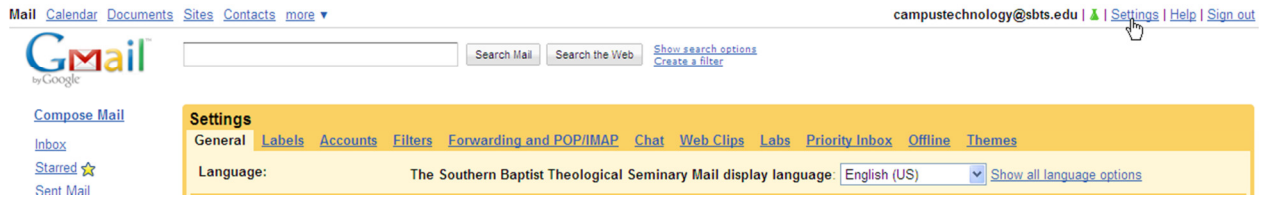


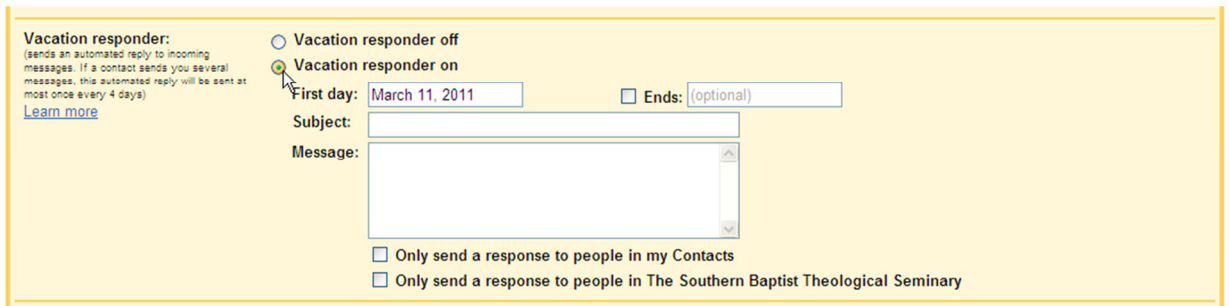
How to Set Up an Out-of-Office Response

1. Log in to Google's web access (mail.google.com/a/sbts.edu).

2. Click **Settings**.



3. Under the **General** tab, turn **Vacation Responder** on. Check **Ends** to designate your return date. Type your message.



4. Click **Save Changes**.

