How to Indicate Your Work Status in Google Apps

David Raco - 2020-06-30 - Comments (0) - Google Apps

This article will show you how to indicate your present work status (in the office, work from home, out sick, on vacation, etc.) using Google Mail, Google Hangouts, and Google Calendar. If you require assistance with these steps, contact your Computing Coordinator.

If you need to set an out of office message on your SOU voicemail, click here.

Google Mail

Google Mail supports setting up an automatic response message that will go out to anyone who emails you while it is active. This is very useful for setting an out of office message if you will not be responding to email, or your responses to email will be significantly delayed, for a period of time.

Step 1 - Access Google Mail settings
Use the gear icon in the top-right region above your inbox and click on **See all settings**.

Step 3 - Turning off your vacation responder
When your vacation responder is enabled, a yellow bar will appear on top of your Google Mail inbox. You can use the link **End now** in the yellow bar to turn off your vacation responder with a single click.

Step 2 - Set up an out of office event on your calendar
To set up an all-day event, click at the top of your calendar for that day and then change the event type to **Out of office**. You can modify the start and end dates from the properties window that will appear if you need for your event to extend past one day. Use the checkbox for **automatically decline new and existing meetings** to control whether you want your calendar to automatically reject appointments while you are out. If you uncheck that setting, people will still be able to invite you to appointments, but they should see your status as out of the office when they check your availability.

Step 3 - Remove Out of Office from your calendar

Select the event and delete it as you would any event on your calendar. Click on the event and then click on the trash can icon to delete it.