The following steps outline how to set your Out Of Office notification in Google

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| 1. Log into you Marvelwood Google account. |  |
| 1. Click the drop down arrow next to the Settings icon and select Settings. |  |
| 1. Select the General tab near the top of the page if it not already selected. |  |
| 1. Scroll down to the **Vacation responder** section. |  |
| 1. Turn on the notification, set the start and end dates and your personalized message as shown below. |  |
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| 1. Click the Save Changes button. |  |