

AutoReply

It scans your calendar for the #autoReplyOn tag and sets your out-of-office.

Caveat emptor

1. *As of 11-02-2020 - even if you're only out-of-office for three hours AutoReply will still produce a message saying you're back the next day (not saying you're back in three hours).*
2. *You can still turn your out-of-office on whenever you like, manually.*
3. *I cannot guarantee that we won't reach the University's/Google's limit on how many times we run this script before they close it or bill me.*
4. *Your out-of-office subject will be set to: Out of office until {date}*
5. *Your out-of-office messages will include the message you already have set and append the line I am out of the office until {date} to the top. It will also update this line when necessary with a different date.*
6. *Remember to include the weekend in your holiday, AutoReply reports you'll be back the day after your holiday. So if you're not back until Monday, Saturday and Sunday need to be included in your leave.*

Installation

1. <https://script.google.com/home>

 Shared with me

- 2.

3. Over on far right



Triggers

- 4.

 + Add Trigger

- 5.

6.

Add Trigger for AutoReply

Choose which function to run

Choose which deployment should run

Select event source

Select type of time based trigger

Select minute interval

Failure notification settings

+

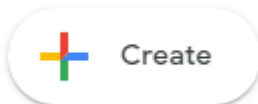
Cancel

Save

Save

7.

8. <https://calendar.google.com/calendar/r?tab=mc1>



9.

More options

10.

11. Make **Add Title** = Test Holiday //or any name you like

12. Put **#autoreplyOn** as text in Description.

All day


13.

Save

- 14.
15. Wait just over 1 minute
16. <https://mail.google.com/mail/u/0/#inbox>
17. Ta-dah!
18. <https://script.google.com/>

 My Triggers

- 19.
20.

AutoReply	Jan 10, 2020, 5:25:12 PM	Head	Time-based	autoReply	0.02%		
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- 21.
- 22.

Select type of time based trigger

Day timer

- 23.

Select time of day

3am to 4am

(GMT+00:00)

// or any time of day - it doesn't matter.

Save

- 24.
25. Don't forget to delete the test event on your calendar.
26. And switch your out-of-office off.

Finished - always add #autoReplyOn to the description of any event where you want AutoReply to be automatically triggered.