

# AutoReply

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

## *Caveat emptor*

1. As of 05-03-2020 - 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. Your out-of-office subject will be set to: Out of office until {date}
4. 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.
5. Weekends are worked out by AutoReply. If your holiday ends on Friday, AutoReply will say you're back on Monday. If you work weekends you'll need to add the tag #autoreplyIWorkWeekends in the event description, to override this feature.

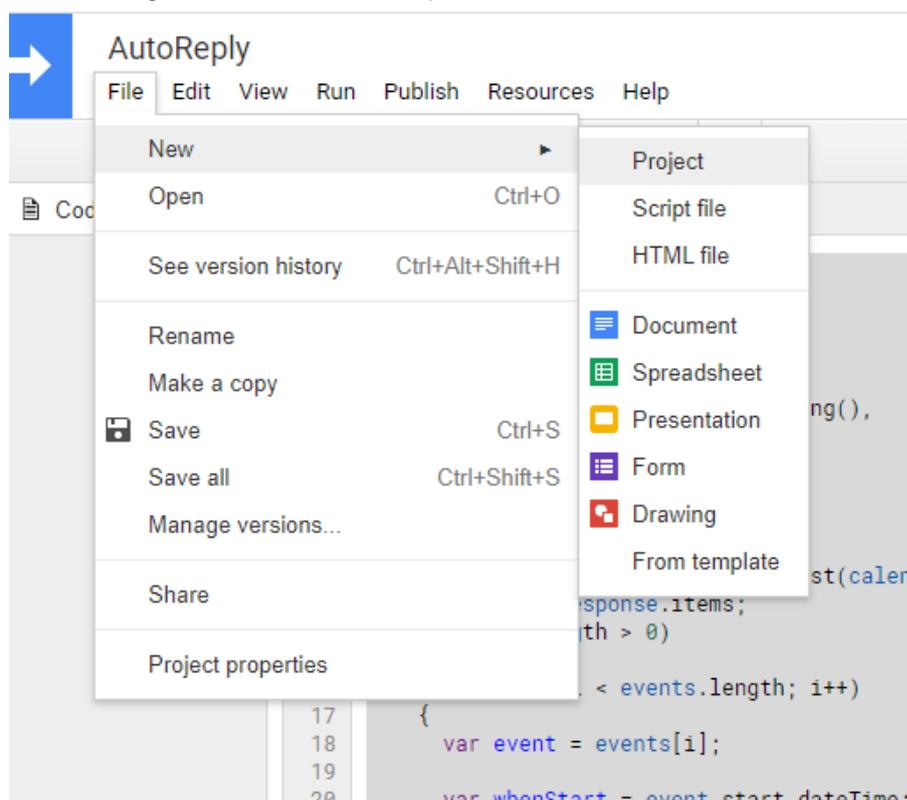
## Installation

1. It lives here (right click, *Open link in new tab*):

[https://script.google.com/a/york.ac.uk/d/1em70QnWnyDLw34WDgh89uTvO9cvid0gC4cY9\\_yT5dgUA6o-Qeq6Q2Xlq/edit?usp=sharing](https://script.google.com/a/york.ac.uk/d/1em70QnWnyDLw34WDgh89uTvO9cvid0gC4cY9_yT5dgUA6o-Qeq6Q2Xlq/edit?usp=sharing)

and is available for people with [york.ac.uk](https://york.ac.uk) accounts to access. Open this link in a new window.

2. The University's advice is to make your own copy of this code.
3. To do this go to File > New > Project



4. Delete this existing code from the window

```
Delete This

function myFunction() {

}
```

5. Copy all of the code from AutoReply and paste it in your new project.
6. In the top left-hand corner, rename the project from *Untitled project* to *AutoReply*
7. Resources > Advanced Google Services (Here, it might ask you to accept Google Services Permissions).  
Switch Calendar API and Gmail API on.

Calendar API    on

Gmail API    on

8.  >>

9. Then press

Authorization required

AutoReply needs your permission to access your data on Google.

10. You might see this:

11. Press

## Choose an account

to continue to **AutoReply**

- 12.
13. Choose your account



## This app isn't verified

This app hasn't been verified by Google yet. Only proceed if you know and trust the developer.

Advanced

BACK TO SAFETY

14.

15. Click Advanced

16. [Go to AutoReply \(unsafe\)](#)

Allow

17. Review permissions, if happy, press Allow

18. .



19.

20. Go to: <https://script.google.com/home>

 My Projects

21.

22. Over on far right of the project AutoReply (which you've just created) go to options 

Triggers

23.

+ Add Trigger

24.

25. Initially make your trigger look exactly like this, below:

### 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



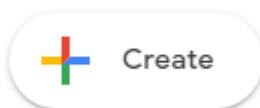
Cancel

Save

Save

26.

27. <https://calendar.google.com/calendar/r?tab=mc1> //Go to your calendar and add an event for today



28.

More options

29.

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

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

All day

32.

Save

- 33.
- 34. Wait just over 1 minute
- 35. <https://mail.google.com/mail/u/0/#inbox> // Refresh your Inbox and it should have worked.

// We're now going to change the trigger, so the script runs just once a day, by adjusting the trigger we just made.

- 36. <https://script.google.com/>

### My Triggers

- 37.
- 38. 
- 39. 

- 40.

Select type of time based trigger

Day timer

- 41.

Select time of day

3am to 4am

(GMT+00:00)

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

before you normally get to work.

Save

- 42.
- 43. Don't forget to delete the test event on your calendar.

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