

## Out of Office Reply

Use the out of the office notification in Notes to send an automated reply to your incoming messages while you are away. Only one reply will be sent to each sender between the **leaving** and **returning** dates that you specify.

Before you leave you must enable the out-of-office notification:

- From your *Inbox* click **More > Out of Office**

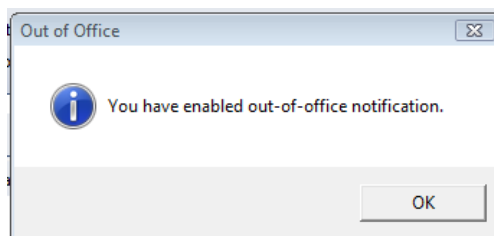
The screenshot shows the 'Out of Office' configuration window. At the top, there are buttons for 'Enable and Close' and 'Save and Close'. Below this is a section for 'Out-of-Office Notification Status' which is currently set to 'Off'. Two date pickers are visible: 'Leaving: Tomorrow' and 'Returning: 08/18/2008'. A checkbox 'I am unavailable for meetings' is checked. Below this, there are sections for 'Alternate Notification' and 'Exclusions'. At the bottom, there are tabs for 'Standard Notification', 'Alternate Notification', and 'Exclusions'. The 'Standard Notification' tab is active, showing a 'Subject' field with the text 'Demo Leader/DoIT is out of the office.', a checked 'Append return date to subject' checkbox, a 'Body' field with the text 'I am out of the office until 08/18/2008.', and an 'Additional body text' field with the text 'If you need assistance please contact Jane Rogan at 632-9800.'.

After you complete all of the information on this page click **Enable and Close**

Enter the first day you will be out of the office.

Enter the first day you will be back in the office.

Enter additional information that you would like included in your reply (i.e, who to contact in your absence)



When you click the **Enable** button you will receive the following warning:

Click **OK**.

If you return to the *Out of Office* dialog box (click **More > Out of Office**) the **Status** should say **On**

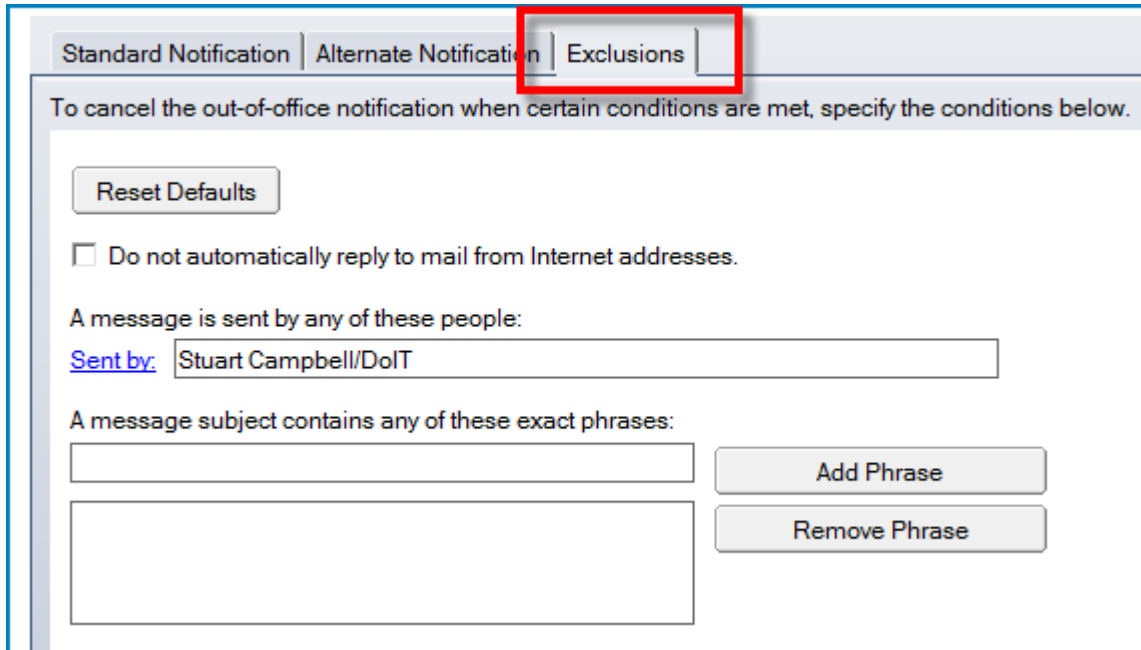
## Alternate Notification

You can specify that certain people receive a different reply.

The screenshot shows a web interface for configuring an 'Alternate Notification'. At the top, there are three tabs: 'Standard Notification', 'Alternate Notification' (which is selected and highlighted with a red box), and 'Exclusion'. Below the tabs, a text box contains the instruction: 'To send an alternate out-of-office notification to certain people, specify the contents of the alternate notification.' Below this, there is a 'Reset Defaults' button and a 'To:' field, which is highlighted with a red box and has a callout box pointing to it that says 'Click To: and select the name(s) from SUNYSB's Address Book'. The 'Subject:' field contains the text 'Demo Leader/Dott is out of the office.' Below the subject field is a checked checkbox labeled 'Append return date to subject'. The 'Body:' field contains the text 'I am out of the office until 08/18/2008.' Below the body field is an 'Additional body text:' field, which is highlighted with a red box and has a callout box pointing to it that says 'Type the message that you want this specific person to receive'. This field contains the text 'In case of an emergency you can reach me at the condo in PR at 555-8652.' Another callout box at the top right points to the 'Alternate Notification' tab with the text 'Click the Alternate Notification tab'.

## Exclusions

You can specify certain conditions for NOT sending replies. For instance, if the email is received from an outside internet address or messages received from certain people.



The screenshot shows a web-based interface with three tabs: "Standard Notification", "Alternate Notification", and "Exclusions". The "Exclusions" tab is selected and highlighted with a red rectangular box. Below the tabs, the text reads: "To cancel the out-of-office notification when certain conditions are met, specify the conditions below." There is a "Reset Defaults" button. A checkbox is labeled "Do not automatically reply to mail from Internet addresses." Below this, the text says "A message is sent by any of these people:" followed by a "Sent by:" label and a text input field containing "Stuart Campbell//DoIT". Further down, the text says "A message subject contains any of these exact phrases:" followed by two empty text input fields. To the right of these fields are two buttons: "Add Phrase" and "Remove Phrase".

## *Don't Forget to Disable the Notification When You Return*

Disable and Close Save and Close Cancel

Use out-of-office notification to send an automated reply to incoming messages and sends only one reply to each sender. You must click **Enable** to activate the notification.

Out-of-Office Notification Status: **On**

Leaving: Tomorrow 16

Returning: 08/18/2008 16

I am unavailable for meetings

Click **More > Out of Office**

When you return to the office you must disable the notification by clicking **Disable and Close**.