

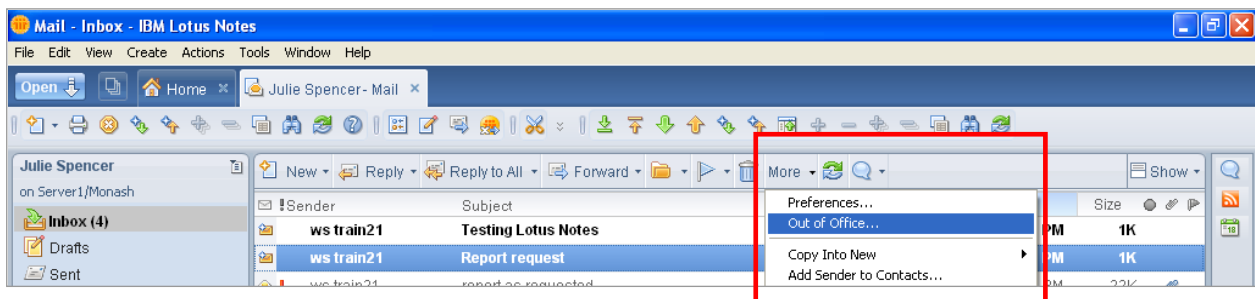
The Out of Office service advises the sender of any mail message that you are not in the office by sending them a return message.

Important notes:

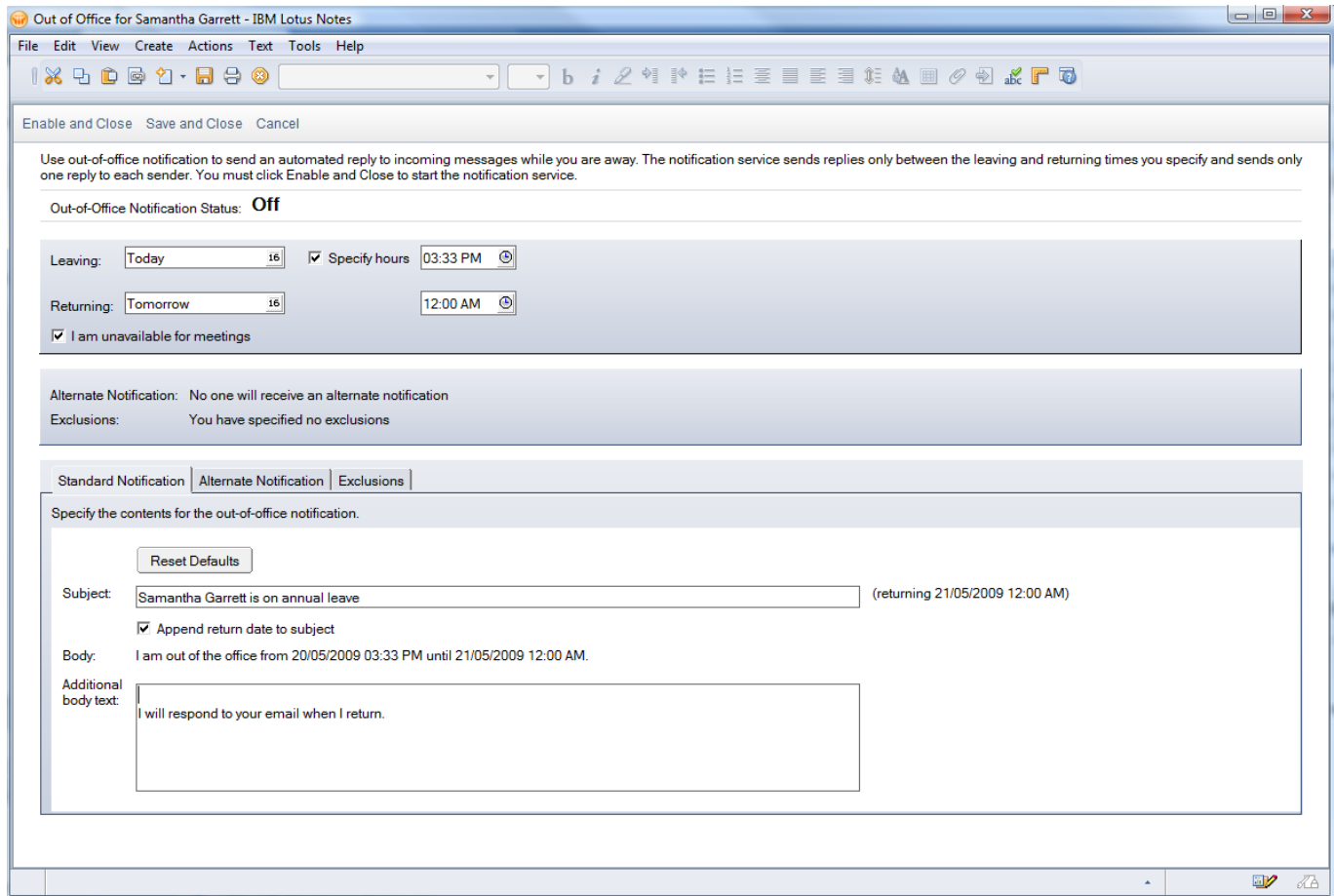
- The Out of Office service sends only one automated reply to each person who sends you mail while you're away, regardless of how many messages the person sends you during that time.
- The notification service is not an automatic broadcast; a person must send you mail while you're away to receive an automated reply.
- The Out of Office service will reply to spam mail if you don't set the **Do not automatically reply to mail from Internet addresses** option in the Exclusions tab. See below for more information.
- The notification service replies to mail only during the time that you specify you're away, and replies to mail received on weekends if they are part of the time that you specify you're away.
- The Out of Office service automatically sets your schedule to busy if you tick the "I am unavailable for meetings" option. When other people view your availability, your schedule will show that you are unavailable. Note: this is not obvious when you view your own calendar – you may wish to add a day note (All Day Event) for yourself to show which days you are away.
- On your return, you will receive an Out of Office summary message which includes a list of the people messages were sent to while you were away.
- Notes will stop sending Out of Office replies at the specified return date but you are still required to manually disable the Out of Office notifications.
- If the Out of Office service is not disabled, you will receive daily reminders to disable the out of office notification.

How to set up the Out of Office notification

1. Open your mail by clicking on the **Mail** icon on the Home page, or click on the **Open** button and select Mail.
2. Click on the **More** button on the Action bar in your mail window and select **Out of Office**. Alternatively click **Actions** menu> **More** > **Out of Office**.



3. Set your **Leaving** and **Returning** dates. Tick **Specify hours** if required.
4. Tick **I am unavailable for meetings** to advise other staff that you are unavailable for meetings during this time (when they view your availability using the free/busy schedule).



Standard Notification tab

1. Specify the content of the notification people will receive when they send you email. You can edit the **Subject** line, choose to **Append return date to subject** or add **Additional body text** to the message.
2. Typically, a detailed out-of-office message should include the following:
 - The length of time you plan to be away from the office
 - Your intended return date
 - Who to contact in the meantime
 - Your emergency contact details

For example:

I am currently out of the office until Monday 17th December 2007. If the matter is urgent, call my mobile on 0425 555 555. You can also contact Damien Walsh on 9900 1234 or d.walsh@email.com.

Jane Smith

Marketing Coordinator

Alternate Notification

1. You can choose to set up an alternate notification (i.e. different message to be communicated) to specific people in the Alternate Notification tab.
2. In the **To** field, add the names of the people you'd like to send an alternate notification to. This can be a combination of people in the staff directory or from your personal contacts. Note: you can only send one alternate notification, but can choose to send it to a group of people.

3. The **Append return date to subject** setting is controlled by your setup for the Standard Notification.

Standard Notification		Alternate Notification	Exclusions
To send an alternate out-of-office notification to certain people, or people from certain domains (such as "@sampledomain.com"), specify the people below. Then specify the contents of the alternate notification.			
Reset Defaults			
To:	<input type="text" value="Joe Citizen/Monash"/>		
Subject:	<input type="text" value="Jane Citizen is out of the office"/>		(returning 04/10/2007)
	<input checked="" type="checkbox"/> Append return date to subject		
Body:	<input type="text" value="I am out of the office until 04/10/2007."/>		
Additional body text:	<input type="text"/>		

Exclusions

- In the **Exclusions** tab, you can set up exclusion rules for people or groups that the out-of-office notification should not go to. For instance, if you are part of a group email list, you can choose for the out-of-office notification not to be sent to anyone who emails the list.

Standard Notification		Alternate Notification	Exclusions
To cancel the out-of-office notification when certain conditions are met, specify the conditions below.			
Reset Defaults			
<input checked="" type="checkbox"/> Do not automatically reply to mail from Internet addresses.			
A message is sent by any of these people or by members of any of these groups:			
Sent by:	<input type="text"/>		
A message is addressed to any of these groups:			
Addressed to:	<input type="text"/>		
A message subject contains any of these exact phrases:			
<input type="text"/>	Add Phrase		
<input type="text"/>	Remove Phrase		

Options for exclusions are:

- Do not automatically reply to mail from Internet addresses.** If this option is checked no non-Lotus Notes users will receive your out-of-office message.

Tip: Ticking **Do not automatically reply to mail from Internet addresses** will prevent sending replies to spammers. However, it will also prevent your Out-of-Office message being sent to anyone not using Lotus Notes (including Monash staff who have not yet migrated to Lotus Notes).

Monash Messaging – Lotus Notes

- **Do not automatically reply to mail sent by these people or groups.** To prevent replies to specific people or groups, list each name or group separated by a comma in the **Sent by** box.

This is useful if you regularly receive mail from particular people or groups who do not need to know you are out of office. E.g. prevent replies to global emails by adding Global.Emails@adm.monash.edu.au.

- **Do not automatically reply to mail addressed to particular groups.** To prevent replies for messages sent to groups to which you belong, list each group name or mail address separated by a comma in the Addressed to box.

This is useful if you belong to a group list which could receive mail from many different senders who do not need to know you are out of office e.g. prevent replies to newsgroups you belong to by adding the newsgroup list mail address.

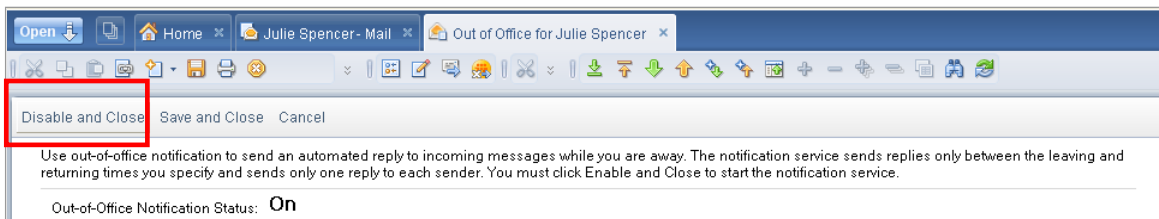
- **Do not automatically reply if the subject contains these phrases.** To prevent replies to messages with particular text in the subject. Type the exact phrase in the A message subject contains any of these exact phrases and click Add Phrase. Note: you can add more than one phrase.

Confirm your out-of-office notification

- To save your settings without enabling your out-of-office notification, click **Save and Close**.
- To turn on your out-of-office notification, click **Enable and Close**. The Out of Office notification will now be active.

To turn off the Out of Office notification

1. Open your mail by clicking on the **Mail** icon on the Home page, or click on the **Open** button and select Mail.
2. Click on the **More** button in your mail window and select Out of Office.
3. The Out of Office tab will open. Click on the **Disable and Close** button.



4. A confirmation message will appear on your screen.
5. Click on **OK** to complete the process.

Note: If you forget to disable your Out of Office service beyond the dates you specified you are away for, Notes will send you an email reminder that the Out of Office service is still enabled.