



Lotus Notes

Training Series

Using Lotus Notes'
Out of Office Feature

Notes' Out of Office Feature

Setting up the Out of Office feature in Notes is rather easy. And you should consider using this when leaving the office for any length of time (seminars, vacations, extended sick time, etc.).

Here's how it works...

If you are gone for two weeks and haven't set up the Out of Office feature, someone who sent you an email message may think something has happened: you accidentally deleted their message, you never received it (and this may prompt the sender to send additional emails!) or you're just ignoring the person.

But if you have set up your Out of Office message, Notes automatically responds to their email with a message that you're not in (it's like you sent them an email from your Notes account). This lets the sender know that, other than that "I'm gone" message, you can't respond to their email for the time period specified (in your Out of Office message).

Clearly this is a nice feature in Notes.

Here's how you set it up...

Go to your Inbox and click on the Tools button (see Figure 1). Select the Out of Office option on the little popup menu.

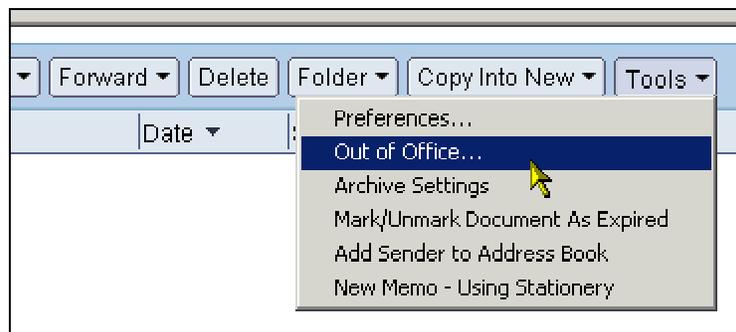


Figure 1

The Out of Office window will appear in Notes where you can configure different options on four different tabs.

You'll notice that as soon as this window appears, the Current Status is displayed as Disabled (see Figure 2). If you don't enable the Out of Office feature, anything you enter on the different tabs will be for nothing!

Before Enabling it, however, you **must** set the dates when you are leaving and returning.

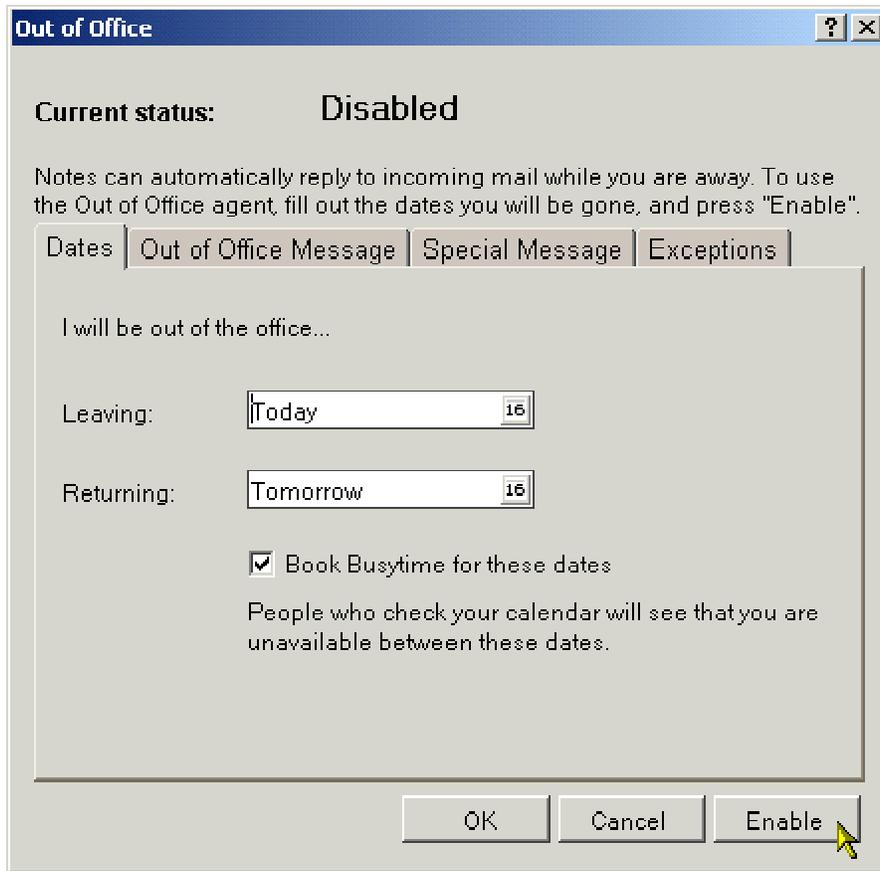


Figure 2

The Dates tab is rather straight forward. Select the Leave and Return dates. The Book Busytime checkbox is self explanatory.

Tip ✓

Click on the date button (the little button to the right of the textboxes...it has a 16 on it) to display a little popup calendar. You can then scroll through different months to select your dates.



Once you have your dates entered, click on the Enable button. A couple popup messages will appear. Click the appropriate buttons on them. The Current Status should now read Enabled.

Next, click on the Out of Office Message tab (see Figure 2). Here, you can customize your message if you wish, and I encourage you to do so (the default one is rather general but adequate). Whether or not you create a customized message, the “I will be out of the office starting...” line (see below) will be included in the body of the email sent to all who send you email.

Tip ✓

In the Subject line, enter your full name and where you’ll be (away on vacation, at a seminar, conference, etc.). In the body section, you can type additional information that helps the senders (see below).

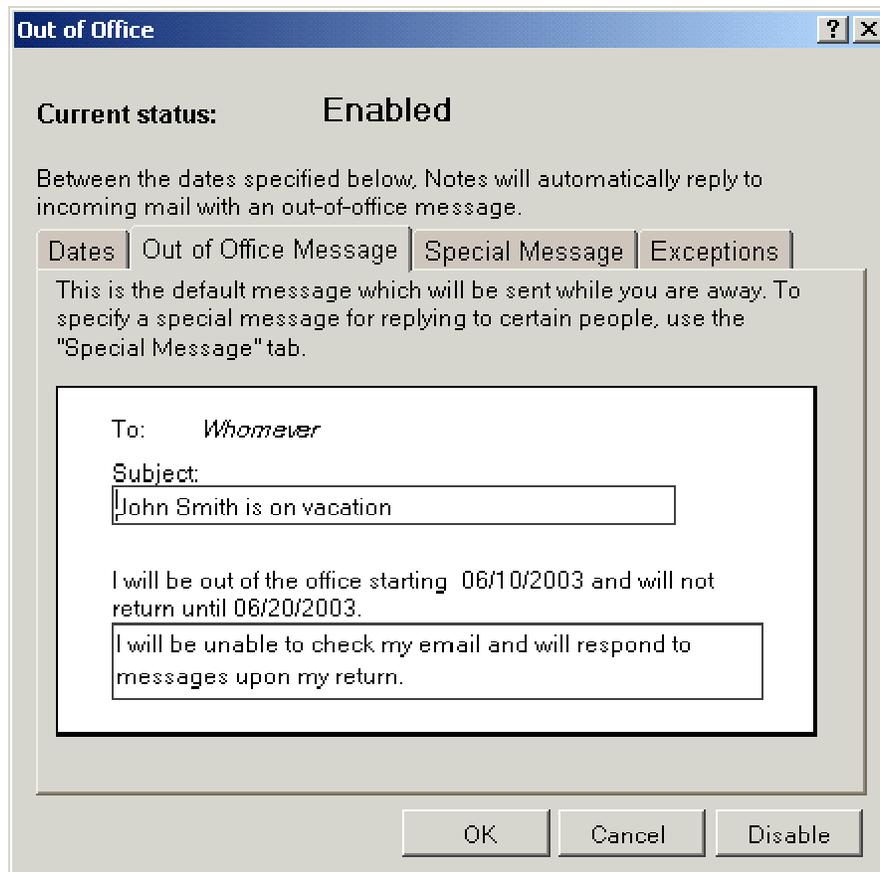


Figure 2

When you are done with the Out of Office Message tab, click on the Special Message tab.

You can use the Special Message tab area (see Figure 3) to enter a specific message to one or more people by entering their email addresses. For other Notes users, you can click on the little button to the right and your address book will appear. You can then choose people from your address book or switch to the USE’s directory.

Again, like the Out of Office Message tab area, you can customize your message to these people.

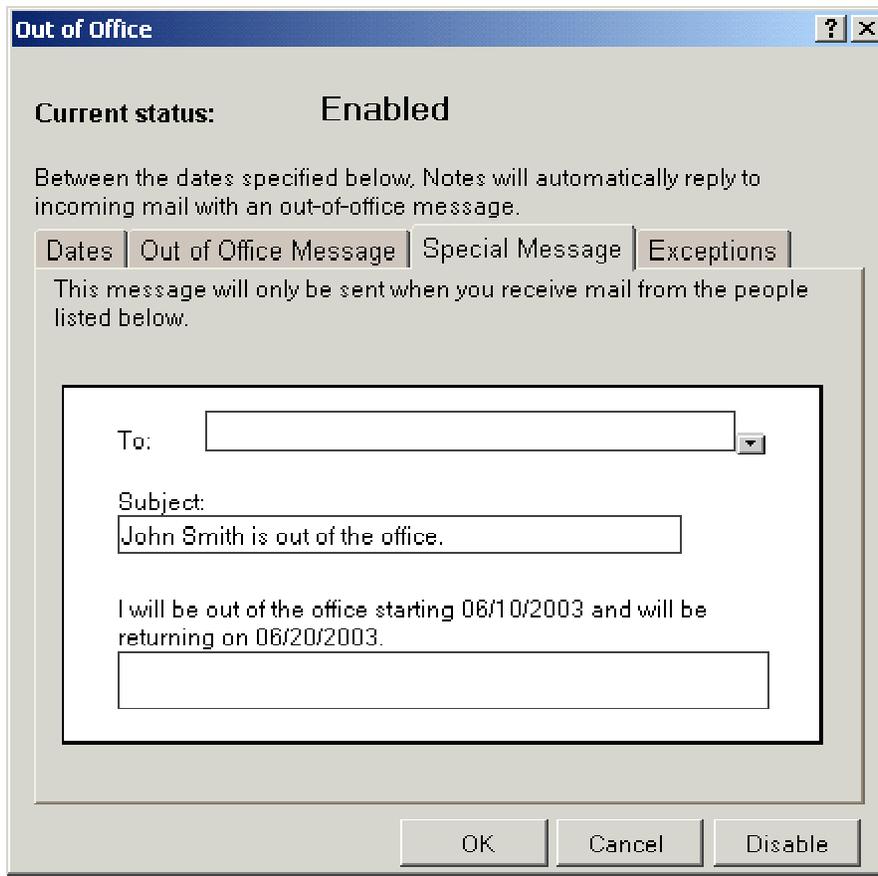


Figure 3

Lastly, click on the Exceptions tab (see Figure 4).

One thing you want to make sure you verify is the “Do not automatically reply to mail from Internet addresses” checkbox. This box should be checked! If it is not, check it (click it with your mouse).

If this is not checked, whenever you receive email from outside Notes (from AOL, for example), Notes will respond with your Out of Office message.

Completion...

When you have all the areas of the Out of Office window set, click on the OK button. Make certain, before you do, that the Current Status is Enabled!

And that’s all there is to it.

When you return from vacation and the Out of Office feature expires, Notes actually sends you a message (it appears as if you sent it to yourself) welcoming you back and informing you to turn off (disable) the Out of Office message. To do this, simply click on the Tools button in your Inbox, select Out of Office, then click on the Disable button. After a couple message popups, click the OK button and you’re all set.



Figure 4