

## Out of Office Notification

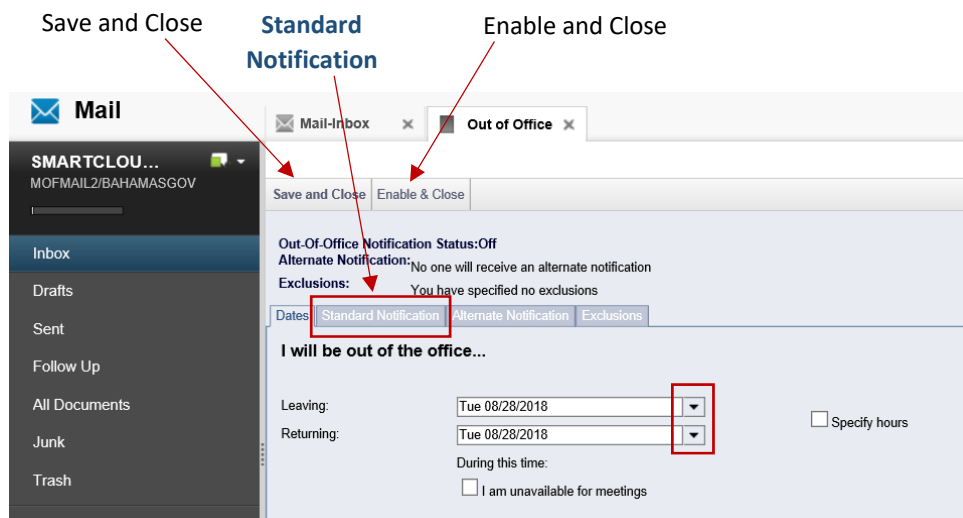
You can use the out-of-office notification service to send an automated reply to people who send you mail while you are away. The automated reply tells people that you are out and when you will return.

### To ENABLE Out-of-Office notification

1. Open Your Government Email  
*Inbox should be displayed.*



2. Select dropdown arrow right of **More**
3. Select **Out of Office**



4. Specify your **leaving** and **returning** dates by clicking the dropdown arrows.
  5. Select **Standard Notification** tab to customize a message.
- Note:** Save and Close can be used to save changes before Enabling the Out of Office.

Save and Close | Disable & Close

Out-Of-Office Notification Status: On  
 Alternate Notification: No one will receive an alternate notification  
 Exclusions: You have specified no exclusions

Dates | Standard Notification | Alternate Notification | Exclusions

Specify the contents for the out-of-office notification.

To: *Whoever*

Subject: SMARTCLOUD TRAINER is out of the office  
 Append return date to Subject

Body: I am out of the office from Tue 08/28/2018 until Fri 08/31/2018.  
 Additional body text: I am out of the office from Tue 08/28/2018 until Fri 08/31/2018

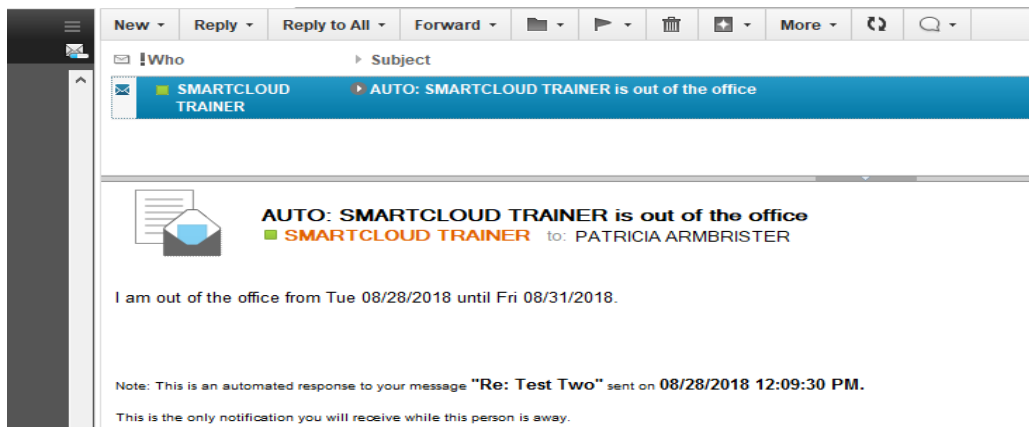
Reset Defaults

I am out of the office from Tue 08/28/2018 until Fri 08/31/2018

6. When done select **Enable & Close**

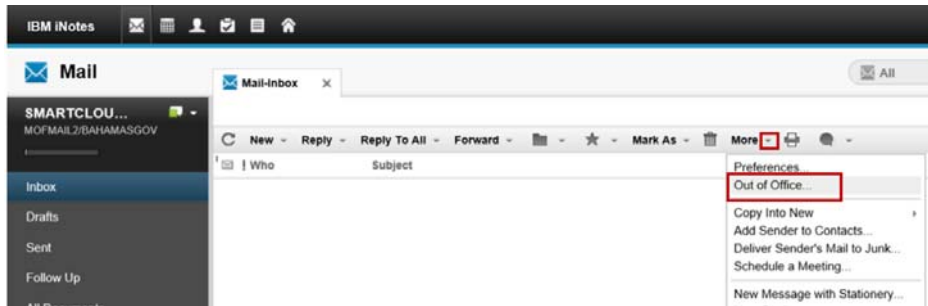
**Note:** The emails sent to you will still be delivered to your inbox.

*Sample of what recipient will receive in their inbox.*



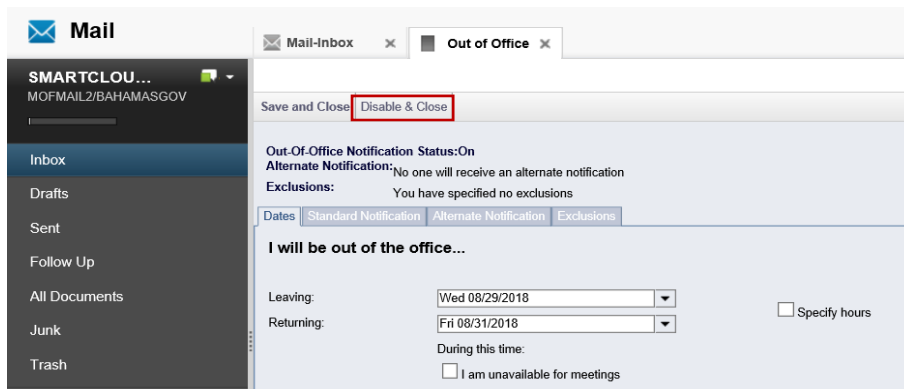
## Steps to DISABLE Out-of-Office Notification

### 1. Open Your Government Email



### 2. Select dropdown arrow right of **More**

### 3. Select **Out of Office**



### 4. Click **Disable and Close**.

**Note:** After **disabling** your *Out of Office* you will receive an email from the system listing all persons that had sent you an email while you were away.