## **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.* 

IBM iNotes 🛛 🖼 👤		
🔀 Mail	Mail-Inbox X	All
	C New - Reply - Reply To All - Forward - 🖿 - 🖈 - Mark As - 🗂	More 🚽 🖶 🔍 👻
	'🖾 ! Who Subject	Preferences
Inbox		Out of Office
Drafts		Copy Into New
Sent		Deliver Sender's Mail to Junk
Follow Lin		Schedule a Meeting
		New Message with Stationery
All Documents		New Stationery
Junk		View Stationery
odint		a

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

Save and Close	Standard Iotification	Enable and Close	
🔀 Mail	🖾 Mail-Inbox 🗙	Out of Office ×	
SMARTCLOU R - MOFMAIL2/BAHAMASGOV	Save and Close Enable & Close	e	
Inbox	Out-Of-Office Notification Stat Alternate Notification: No one v	rus:Off will receive an alternate notification	
Drafts	Exclusions: You have	e specified no exclusions	
Sent	Dates Standard Notification A	Iternate Notification Exclusions	
Follow Up	I will be out of the offic		
All Documents	Leaving:	Tue 08/28/2018	
Junk	Returning:	Tue 08/28/2018	Specify hours
Trash		During this time:	

- 4. Specify your **leaving** and **returning** dates by clicking the dropdown arrows.
- 5. Select **Standard Notification** tab to customize a message.

Note: <u>Save and Close</u> can be used to save changes before Enabling the Out of Office.

Save and Close Disable & Cl	lose			
Out-Of-Office Notification Status:On				
Alternate Notification: No on	e will receive an alternate notification			
Exclusions: You ha	ave specified no exclusions			
Dates Standard Notification	Alternate Notification Exclusions			
Specify the contents for the out	ut-of-office notification.			
To:	Whomever			
Subject:	SMARTCLOUD TRAINER is out of the office			
	Appand rature data ta 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			
	Lamout of the office from Tue $02/22/2019$ until Eri $02/21/201$			

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.

≡	New • Reply • Reply to All • Forward • 🖿 • 🟲 🏛 🚺 • More • 🗘 📿 •
<b>~</b>	⊠ <b>!</b> Who → Subject
^	SMARTCLOUD • AUTO: SMARTCLOUD TRAINER is out of the office
	AUTO: SMARTCLOUD TRAINER is out of the office SMARTCLOUD TRAINER to: PATRICIA ARMBRISTER
	I am out of the office from Tue 08/28/2018 until Fri 08/31/2018.
	Note: This is an automated response to your message "Re: Test Two" sent on 08/28/2018 12:09:30 PM. This is the only notification you will receive while this person is away.

## Steps to DISABLE Out-of-Office Notification

1. Open Your Government Email

IBM iNotes 🛛 🗮 🗐	108	
🔀 Mail	🖾 Mail-Inbox 🛛 🗙	All
SMARTCLOU P MOFMail2/BAHAMASGOV	- C New - Reply - Reply To All - Forward - 🛅 - ★ - Mark As - 1 <sup>1</sup> ⊡ I Who Subject	More - Preferences
Inbox		Out of Office
Drafts Sent		Copy Into New Add Sender to Contacts Deliver Sender's Mail to Junk Schedule a Meeting
Follow Up		New Message with Stationery

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

🔀 Mail	Mail-Inbox 🗙	Out of Office X	
SMARTCLOU R -	Save and Close Disable & Clo	ose	
Inbox Drafts	Out-Of-Office Notification St Alternate Notification: <sub>No one</sub> Exclusions: You ha	atus:On e will receive an alternate notification rve specified no exclusions	
Sent Follow Up	I will be out of the off	Alternate Notification Exclusions	
All Documents	Leaving:	Wed 08/29/2018	Specify hours
Junk	Returning:	Fri 08/31/2018	,
Trash		I am unavailable for meetings	

- 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.