Out of Office Reply

Use the Out-of-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 person who emails you between the leaving and returning dates/times that you specify
- The reply is sent immediately
- You can set the out-of-office notification even if you are going to be away for a few hours

Before you leave you must enable the out-of-office notification. It will be disabled automatically on the date that you specify in the “Returning” field. You do not have to disable it yourself.

- From your Inbox click More > Out of Office

![Out of Office window]

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

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

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

When you click the Enable and Close button a confirmation will be displayed.

Click OK. If you return to the Out of Office dialog box the Status should say On.
**Alternate Notification**
You can specify that certain people receive a different reply.

![Diagram of Alternate Notification tab]

- **Click the Alternate Notification tab**
- **Click To:** and select the name(s) from SUNYSB’s Address Book
- Type the message that you want this specific person to receive

**Additional body text:**

In case of an emergency you can reach me at the condo in PR at 555-8652.

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**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.

![Diagram of Exclusions tab]

- **Do not automatically reply to mail from Internet addresses.**
- **A message is sent by any of these people:**
  - **Sent by:** Stuart Campbell/DoIT
- **A message subject contains any of these exact phrases:**
  - **Add Phrase**
  - **Remove Phrase**