Setting up your Out of Office message in Lotus Notes R6

To set up your Out of Office;

Start Lotus Notes
On the menu bar select “Action” then at the bottom of the list go to “Tools” then select “Out of Office”.

The Out of Office screen appears with the “Dates” tab selected.
On this screen enter your Leaving the first day of leave, (not your last day of work) and the date you returning to work dates.

Now select the “Out of Office Message” tab. The Subject field will have the default as shown; you can change the message but leave the email address as is.
The second field allows you to enter further information to be added to the out of office message.

Now select the “Special Message” tab. In this area you can add a special message to selected people. In the “To” field add those people who you want the message to go to.
In the bottom field put your special message.

No go to the “Exceptions” tab. In this area you can add exceptions who you don’t want to have Out of Office messages go to. It is good practice to add the address of any lists you are a member off.

First we would strongly recommend you have a tick in the “Do not automatically respond to mail from internet addresses”. Although this will affectively not send any respond to email outside of ACU, this also includes SPAM and other nuisance emails.

In the first field you should at the very least add the University list addresses: ACU_staff, XXX_list, XXX_campus (where XXX is your campus abbreviation – pat, mak, mca, mar, aqu, sig), helpdesk@acu.edu.au and others you may be a member off.

In the third field you should add subject words or phrases from the subject line from those addresses that you subscribe to (newspapers etc) whose email address is a non return one or changes.

Finally enable the Out of Office. At any screen you can select the “Enable” button

A confirmation screen will appear to finalise your choice. Select “Yes” the activated screen will appear – select “OK”