

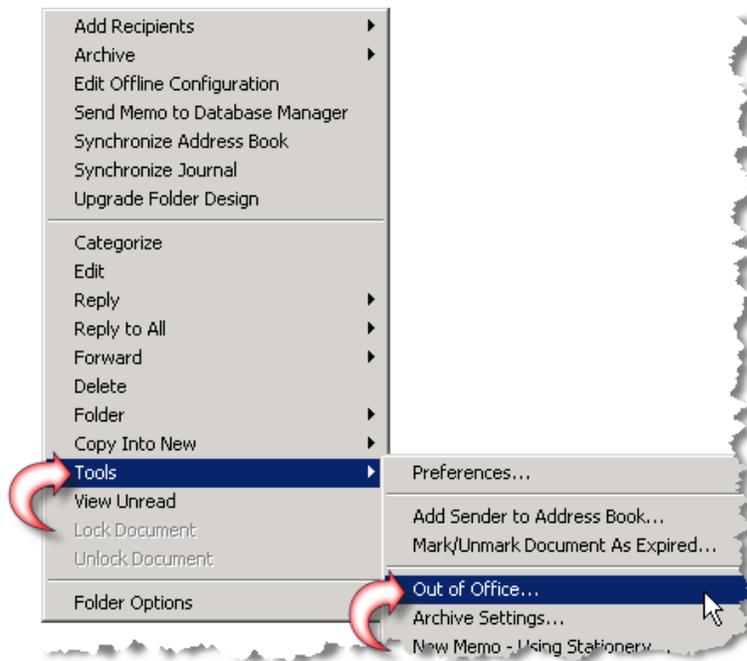


How to Change Lotus Notes to Read “Out of Office”

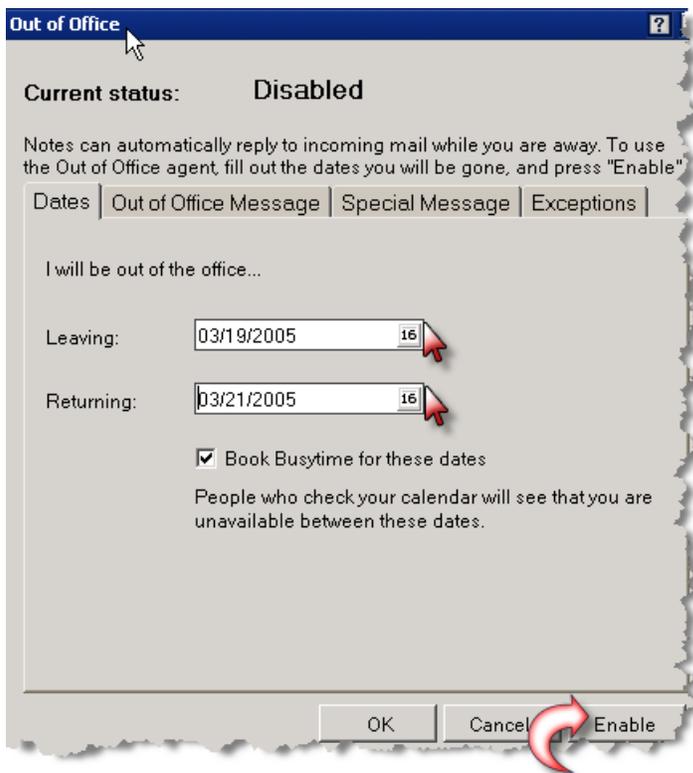
From your personal email inbox, select “Actions”.

A screenshot of the Lotus Notes web interface. The browser address bar shows "http://www.youroklahoma.com/coreoklahoma/library/p113.pdf". The interface includes a menu bar with "File", "Edit", "View", "Create", "Actions", and "Help". A red arrow points to the "Actions" menu. Below the menu bar is a toolbar with various icons. The main area displays a list of emails in an inbox for Blake DeVaughan. The list has columns for "Who", "Date", "Size", and "Subject".

Who ^	Date v	Size v	Subject
Connie Holt	01/03/2005	2,423	January OSF Newsletter
Kristin Griffin	01/04/2005	3,789	health/dental cards
Jeanie Robards	01/05/2005	4,134	Accounts Payable Courses Off
Drew Hall	01/05/2005	51,142	A Mensa Test
Drew Hall	01/06/2005	71,571	Links 'o life.
Kirk Hager	01/06/2005	49,568	01.06.2005 New: 41 Total: 1
Donna.Creed	01/07/2005	54,278	Re: good morning!
Cindy Shell	01/07/2005	1,733	HR Link
Cindy Shell	01/07/2005	50,327	New Cases 1/7/05: 61 - Total C
Kristin Griffin	01/08/2005	5,532	OSF Job Posting

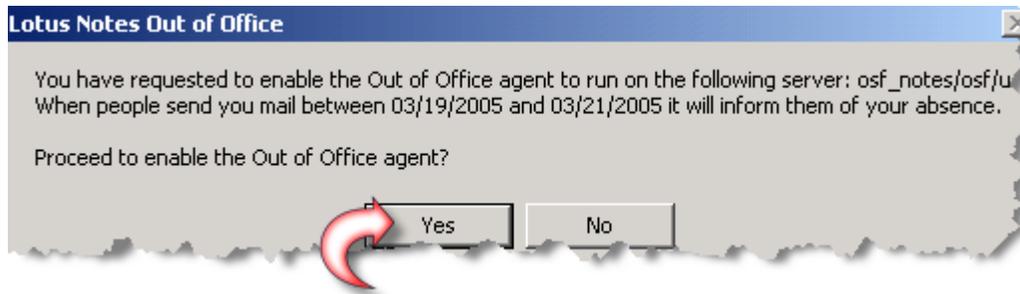


Select "Tools" and then select "Out of Office".



Left-click the calendar dates to enter dates you will be leaving and returning, then select "Enable".

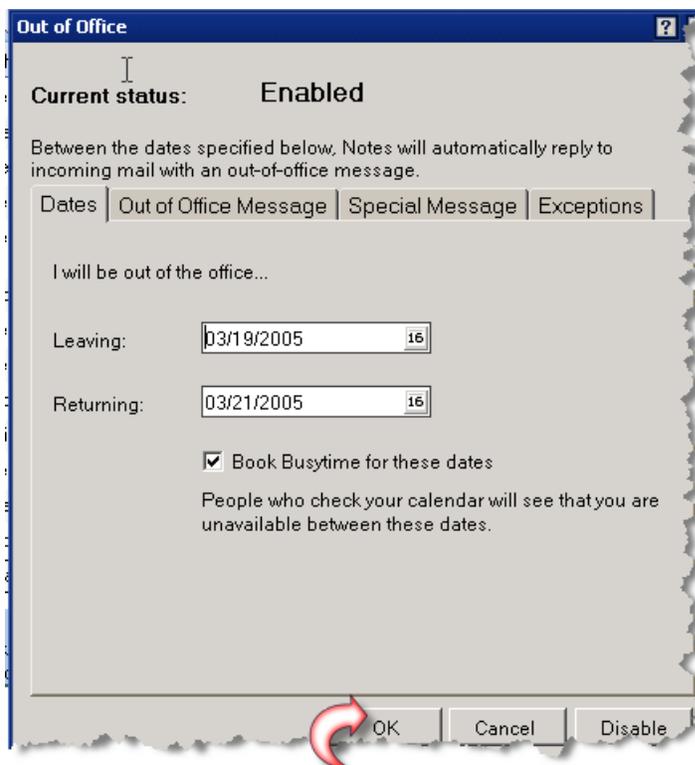
Select "Yes" to activate.



Select "OK" to confirm.



Select "OK" to complete.

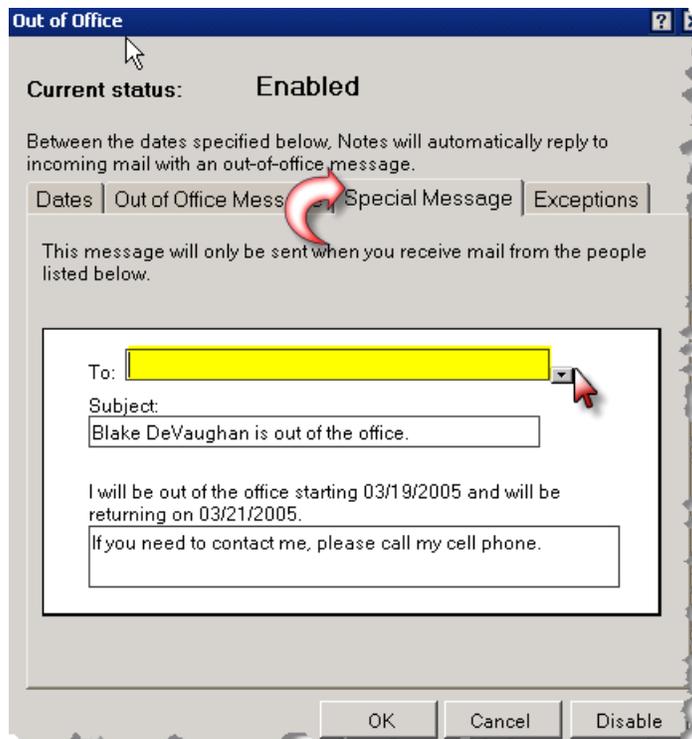
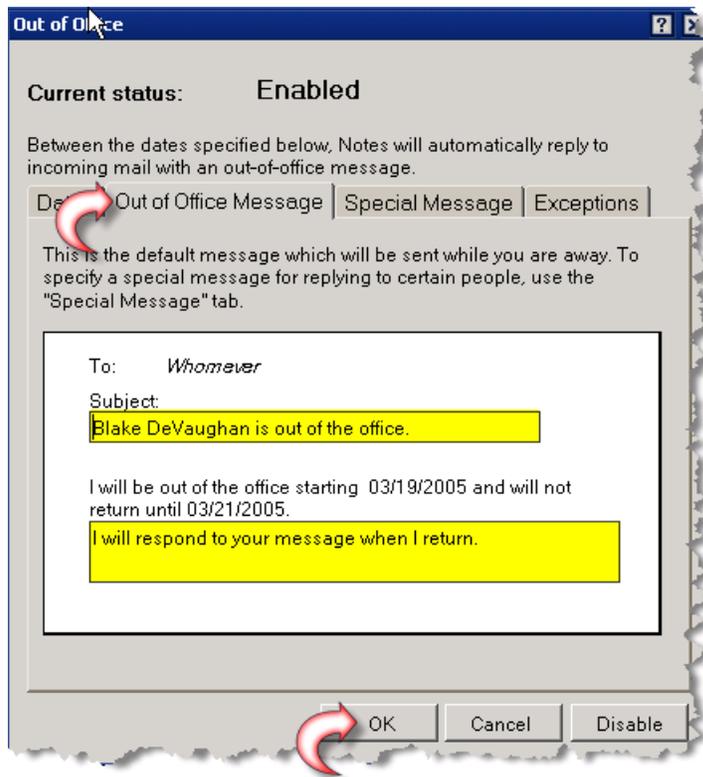


Edit the Out of Office message to provide the following additional information :

Required information: the name the Helpdesk should contact in the event of an emergency escalation.

Recommended information: Enter a message instructing anyone with a problem to contact the Helpdesk at Helpdesk@OSF.OK.Gov.

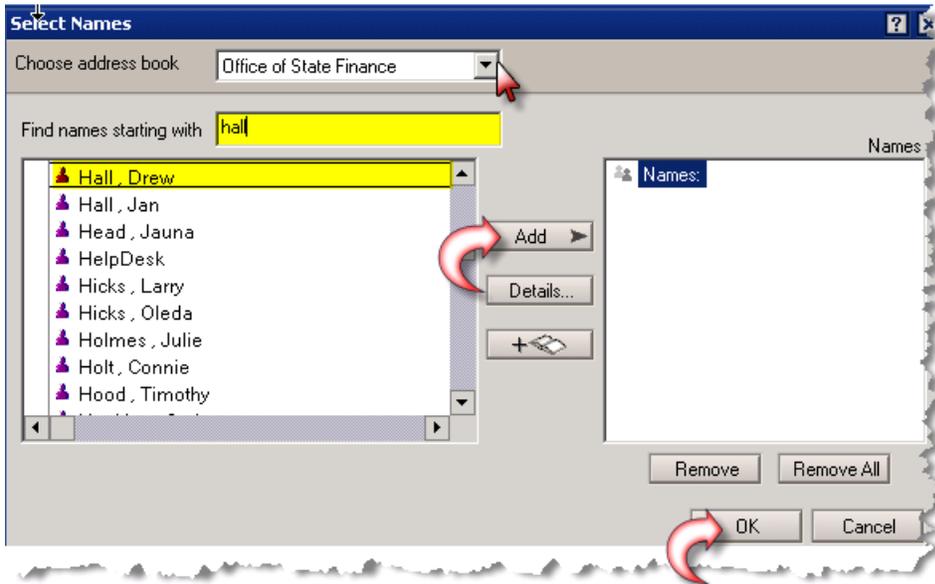
Optional information: a forwarding email address, an emergency phone number.



If you choose, you may opt to create a special reply to a specific person(s) instead of the generic reply.

To do this, select "Special Messages," left-click the arrow from the drop down menu highlighted in yellow.

Left-click the arrow from the drop down menu titled “Choose address book”. Query by name of person(s) you want to send the special message to, select “Add” and “OK”.



Select “OK” to complete.

