



## Out of Office Information (Lotus Notes 6)

- The Out of Office feature in your e-mail works best when you enable it using the Lotus Notes software, NOT over the web.
- Only someone using their own username and password can enable the Out of Office feature in the Lotus Notes software. Even if someone else can access your mail, they cannot set your Out of Office feature for you. Even Computing Services cannot enable the Out of Office agent properly without your username and password.
- If the Out of Office message is enabled from the web, it will ONLY send messages to people who are also using the college e-mail from the web, and only if their account is in the most recent version.
- If you enable the Out of Office message from the web, you MUST use the web to disable it again. If you use the Lotus Notes software to disable, edit, update or otherwise change your Out of Office message once you have enabled it from the web, it will not function properly until Computing Services "resets" it for you.
- Few people do encounter problems trying to disable their Out of Office message after upgrading to Lotus Notes 6, even after properly enabling the Out of Office message using the Lotus Notes software. If you encounter this situation, please contact the Computing Services Helpdesk at x6402 to fix the problem for you.