Out of Office Notification Best Practice

Step 1: Provide a short, simple explanation for having the out of office notification turned on including timeframe of your absence.

- I am currently out of the office on [insert reason here] and will return on [insert return date]

Step 2: Inform the sender the level of access you will have to responding to email during your absence.

- During this time, I will have [no, limited, or periodic] access to email.

Step 3: Provide alternate options for contacting you and/or a team member in your absence.

- If you need immediate assistance, please contact (colleague's name) and be sure to include their phone number AND email address.
- You may have more than one contact option to help disseminate inquiries.
- You may also want to provide your cell number for urgent matters.

Step 4: Finish your out of office message with a kind closing and your contact information.

- If your signature does not automatically populate, be sure to include it at the end of the email.

Step 5: Please remember when setting up out of office notifications to setup the start and end dates and make your "inside my organization" message and "outside of my organization" message the same.

- This can be achieved by checking the box that says, "Only Send During this Timeframe". This will alleviate you having to remember to turn it off upon your return.

Out of Office Notification Example:

Hello,

I am currently out of the office on vacation and will return on June 8. I will have limited access to email during this time and will get back to you upon my return.

If you need immediate assistance please contact, John Smith, Director of Everything: John.Smith@nsm-seating.com, xxx-xxx-xxxx.

If you have an urgent matter, please call my cell number at xxx-xxx-xxxx.

Thank you and I hope you have a wonderful day!

Elizabeth

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