

ITD Fact File:

Entourage- Out of Office (Exchange)

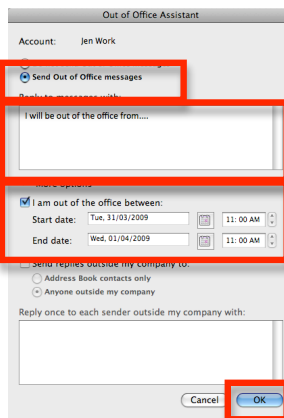
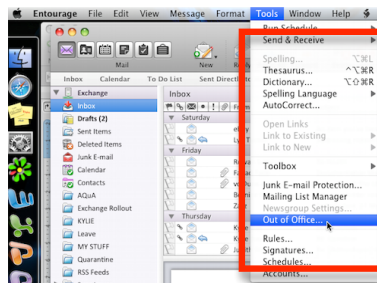


Information Technology Directorate – UNE Microsoft Exchange Project

Out of Office Reply

Note: To create an out of office message you should now use the *Out of Office Assistant* within Entourage. **Please do not use the old UNE Webmail to do this- doing so will have devastating effects on your account.**

1. In the top menu bar, click on *Tools* and then *Out of Office...*
2. Choose *Send Out of Office Messages*, fill in the message text and configure the dates.
3. If you configure the fields for *people outside the organisation* you can choose to have a different reply to emails received from non-UNE clients. This is useful if you want to send something more formal, or an alternative contact email address to people who contact you from outside your office.
4. When you're done, click *OK* to finish.
5. When you return to the office make sure you go back into the *Out of Office Assistant* to turn your away message off.



Accessing Exchange from Home via OWA

Exchange has its own version of webmail called Outlook Web Access (OWA), which can be accessed from any computer in the world at: <http://exchange.une.edu.au> There are also links to OWA on both the UNE Staff page, and below the login fields on the old UNE Webmail page.

Note: To avoid confusion, please use the OWA link to check your email off-campus, rather than the old Webmail link from now on.

OWA works best in Internet Explorer, but if you have a Mac at home as well you can still view your email using Safari or Firefox.