คู่มือการใช้งาน



(คนทำโน้ตส์)

IBM Notes (Lotus Notes)

ขั้นตอน วิธีการ เซ็ต ตั้งค่า Out of Office บน IBM Notes 9.0.1 (Lotus Notes)

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ขั้นตอน วิธีการ เซ็ต ตั้งค่า Out of Office บน IBM Notes 9.0.1 (Lotus Notes)

1. คลิก More > Out of Office...



 ทำการกำหนดช่วงวันเ<mark>วลาที่</mark>ลางานพร้อมทั้งกำหนด Subject, Body ของเนื้อเมลที่ต้องการจะ Reply กลับไปหาผู้ที่ส่งมาอัตโนมัติ

able and Close	e Save and Close Cancel
Use out-of-offic sends only one	ce notification to send an automated reply to incoming messages while you are away. The notification service sends replies only between the leaving and returning times you specify and e reply to each sender. You must click Enable and Close to start the notification service.
Out-of-Office	Notification Status: Off
Leaving:	Today 16 03/12/2018 16
🔽 I am unav	vailable for meetings
Alternate Not Exclusions:	tification: You have specified one or more people to receive an alternate notification You have specified no exclusions
Standard No	Idification Alternate Notification Exclusions
Specify the co	iontents for the out-of-office notification.
Subject:	Reset Defaults Nuttapong Ruttanakunaporn is out of the office Z for Append return date to subject
Body:	I am out of the office until 03/12/2018.
Additional body text:	สรัสดิดรับ ขณะนี้อยู่ในช่างสาพักร้อน หากผิเคสก่านกรุณาอิกก่อ คุณองรเกียรลิ ทีเบอร์ 089-999-9999 ขอบคุณครับ 3

A Local -

 ในส่วนของ Alternate Notification จะเป็นการส่งแจ้งเตือนไปยังบุคคลที่เราต้องการ ในที่นี้อาจจะเป็นเม ลนอกที่เราใช้งานอยู่ก็ได้ แล้วทำการกำหนด Subject, Body ตามที่ต้องการ

0.4 -6 06	reply to each sender. You must click Enable and Close to s	start the notification service.
Jut-ot-Office	Notification Status: VII	
.eaving:	Today 16	
Returning:	03/12/2018 16	
I am unav	ailable for meetings	
liternate Not	ification: You have specified one or more people to receive	e an alternate notification
iternate Not	incation. Fournave specified one or more people to receive	
xclusions:	You have specified one or more exclusions	
	en el lan concerce l'en el l	
Standard N	bitrication Alternate Notification Exclusions	
o send an a	Iternate out-of-office notification to certain people, specify the	he people in the To field below. Then specify the contents of the alternate notification.
	Reset Defaults	
To:		
	eliminatezii@gmail.com	
	eliminatezii@gmail.com	
Subject	eliminatezii@gmail.com Nuttapong Ruttanakunaporn is out of the office	(returning 03/12/2018)
Subject	eliminatezii@gmail.com	(returning 03/12/2018)
Subject:	eliminatezii@gmail.com	(returning 03/12/2018)
Subject Body:	eliminatezii@gmail.com	(returning 03/12/2018)
Subject: Body: Additional	eliminatezii@gmail.com	(returning 03/12/2018)
Subject Body: Additional body text	eliminatezii@gmail.com Nuttapong Ruttanakunaporn is out of the office यि Append return date to subject I am out of the office until 03/12/2018. धांडधरेकेंग	(returning 03/12/2018)
Subject: Body: Additional body text:	eliminatezii@gmail.com	(returning 03/12/2018)
Subject: Body: Additional body text:	eliminatezii@gmail.com	(returning 03/12/2018)
Subject: Body: Additional body text:	eliminatezii@gmail.com	(returning 03/12/2018)
Subject Body: Additional body text:	eliminatezii@gmail.com	(returning 03/12/2018)
Subject: Body: Additional body text:	eliminatezii@gmail.com Nuttapong Ruttanakunaporn is out of the office या Append return date to subject I am out of the office until 03/12/2018. । । । । । । ।))))))))))))	(returning 03/12/2018)
Subject: Body: Additional body text:	eliminatezii@gmail.com	(returning 03/12/2018)
Subject: Body: Additional body text:	eliminatezii@gmail.com	(returning 03/12/2018)

 ในส่วนของ Exclusions จะเป็นข้อยกเว้น ในที่นี้เราสามารถกำหนดได้ว่าจะไม่ให้ Out of Office ทำงาน โดยจะแบ่งออกเป็นสองส่วน คือ ระบุเป็นรายบุคคล หรือ ระบุเป็นคีย์เวิร์ดที่เกี่ยวข้องในอีเมลที่ส่งเข้ามา จากนั้นคลิก Enable and Close เพื่อเปิดการใช้งาน

nds only one reply to each sender. You must click Enab	le and Close to start the notification service.
ut-of-Office Notification Status: Off	
Today 15	
eaving.	
Returning: 03/12/2018 16	
I am unavailable for meetings	
Iternate Notification: You have specified one or more p	people to receive an alternate notification
xclusions: You have specified one or more e	exclusions
Standard Notification Alternate Notification Exclusion	2010
o cancel the out-of-office notification when certain cond	litions are met specify the conditions below
Reset Defaulte	
Reset Defaults	
Reset Defaults Do not automatically reply to mail from Internet add	Iresses.
Reset Defaults Do not automatically reply to mail from Internet add A message is sent by any of these people: Sent base Americal Tracking (TADES)	Iresses.
Reset Defaults Do not automatically reply to mail from Internet add A message is sent by any of these people: Sent by: Amountain Kruasri/Technical/KTNBS	
Reset Defaults Do not automatically reply to mail from Internet add A message is sent by any of these people: Sent by: Amorrkiat Kruasri/Technical/KTNBS A message subject contains any of these exact phrase	
Reset Defaults Do not automatically reply to mail from Internet add A message is sent by any of these people: Sent by: Amerskage subject contains any of these exact phrase Image: Sent by: Amerskage subject contains any of these exact phrase	Add Phrase
Reset Defaults Do not automatically reply to mail from Internet add A message is sent by any of these people: Sent by: Amessage subject contains any of these exact phrase image: image:	Iresses. Inc. Add Phrase Remove Phrase 2
Reset Defaults Do not automatically reply to mail from Internet add A message is sent by any of these people: Sent by: Amornkiat Kruasri/Technical/KTNBS A message subject contains any of these exact phrase inits inits inits inits inits	Add Phrase 2
Reset Defaults Do not automatically reply to mail from Internet add A message is sent by any of these people: Sent by: Amornkiat Kruasri/Technical/KTNBS A message subject contains any of these exact phrase inits #ming important	fresses. S: Add Phrase Remove Phrase
Reset Defaults Do not automatically reply to mail from Internet add A message is sent by any of these people: Sent by: Amornkiat Kruasri/Technical/KTNBS A message subject contains any of these exact phrase inta inta inta inta inta inta important	tresses. Add Phrase Remove Phrase 2
Reset Defaults Do not automatically reply to mail from Internet add A message is sent by any of these people: Sent by: Amornkiat Kruasri/Technical/KTNBS A message subject contains any of these exact phrase intage intage intage intage important	dresses. Add Phrase Remove Phrase 2