

CLAREMONT McKENNA COLLEGE
Policy Library

Volume X: Information Technology Services
Chapter E-Mail: Configuration for Out-of-Office Message
Approved by: Administrative Computing Committee (ACC)
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Related Polices: Acceptable E-Mail Usage, Anti-Virus Policy, E-Mail Distribution List, E-Mail Signature Block Standard, Submitting Mass E-Mails to Claremont McKenna College

Additional References: N/A

Responsible Official: Office of Information Technology Services

I. POLICY STATEMENT

- To set forth a policy detailing the scope of Out-of-Office messages to be used for Claremont McKenna College's e-mail system.

II. ENTITIES COVERED BY THIS POLICY

- All Claremont McKenna College students, faculty, and staff.

III. CONTACTS

Direct any questions about this policy to your department's supervisor. Questions about specific issues may be addressed to:

Subject	Contact	Telephone¹
Configuration for Out-of-Office Message	Chief Technology Officer	71553

IV. DEFINITIONS

Out-of-Office messages are a useful feature of the College's Outlook e-mail programs. Processed by the server, these messages are automatic replies that are generated when originators send a message to a recipient who has the Out-of-Office function enabled. Out-of-Office notifications inform all originators that the recipient is unavailable and when he or she will be available again.

¹ Numbers refer to on-campus extensions. When calling from an off-campus line, please dial (909) 62+extension for numbers beginning with a "1" and please dial (909) 60+ extension for numbers beginning with a "7."

By default, the Out-of-Office notification is not generated for originators outside of the College email system. This helps to avoid potential floods of Out-of-Office replies if a user sends messages to a large list where many members are out of the office.

If the Out-of-Office reply is sent to originators not on the campus of Claremont McKenna College this might give potential criminals needed information about the recipient. For example, if the message says that the recipient is on vacation or out-of-town, it would be very simple for someone to get their address via the phone book or the Internet and burglarize their home.

V. DETAILS

There may be times when it is necessary to extend this reply to originators outside of the College email system. For assistance contact the ITS Help Desk at extension 70911 or help@cmc.edu.

The user takes on the responsibility of the content of the message and releases Claremont McKenna College of any liability.