Það sem þarf að gera áður en farið er í frí

1. Setja inn Out of office í tölvupóstinum (e. Outlook)

• Fara í File > Info > Automatic replies

File Home Send	I/Receive Folder View
Save As Cave Attachments Info	Account Information Microsoft Exchange Server Microsoft Exchange
Open	🖶 Add Account
Print	Account Settings
Help	Account Modify settings for this account, and configure
Options	Settings -
🔀 Exit	
	Automatic Replies (Out of Office) Use automatic replies to notify others that you are out of office, on vacation, or not available to respond to e-mail messages. Replies

Haka við I am currently Out of the Office > setja inn viðeigandi skilaboð > smella á OK

at of office hissistant	and the second se	2
C I am currently In the Office		
I am currently Out of the Office		
AutoReply only once to each sender wi	ith the following text:	
Ég er í fríi frá 14. apríl til og með 20. ap við Kolbrúnu s ef erindið er áríðandi.	príl 2011. Vinsamlega hafið samband	
These rules will be applied to incoming r	messages while you are out of the office.	
Status Conditions	Actions	
Status Conditions	Actions	Точе Up
Status Conditions	Actions	love Up
Status Conditions Add Rule Edit Rule	Actions	love Up Ive Down

• Þegar komið er til baka úr fríinu þarf að fara aftur í File > Info > Automatic replies > haka við I am currently In the Office > smella á OK

t of Office Assistant		×
I am currently In the Office		
C I am currently Out of the Office	<u></u>	-1
AutoReply only once to each sender	r with the following text:	
Ég er í fríi frá 14. apríl til og með 20 við Kolbrúnu s ef erindið er áríðandi	ı. april 2011. Vinsamlega hafið samband i.	
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These rules will be applied to incomin Status Conditions	ng messages while you are out of the office: Actions Move Up Move Down ete Rule Show rules for all profiles]

- 2. <u>Skrá fríið inn í dagbókina (e.Calendar)</u>
 - Fara í Calendar > New appointment
 - Setja inn hvenær þið verðið í burtu í Subject línuna
 - Velja tímann
 - Haka við All day event og Busy / Out of office ATH þetta er mjög mikilvægt, ef ekki er valið Busy / Out of office sést skráningin ekki í Viðverukerfinu.

	Ég er í fríi 1	420. apríl - Event					
Format Text	Review						
	P	<u> 22</u>	🚾 🔲 Busy 🔹	C Recurrence			
Appointment	Scheduling	Invite Attendees	🖌 🏽 🕻 🖌	🤶 Time Zones			
Show		Attendees	Options 5				
. apríl							
Location:							
	00:00	- 1	All day event				
•	00:00	•					
	Format Text Appointment Sho . apríl	Format Text Review Appointment Scheduling Show . apríl . 00:00 . 00:00 . 00:00 . 00:00 .	Ég er í fríi 1 Format Text Review Appointment Scheduling Show Attendees Attendees Attendees Cocoo v	Ég er í fríi 1420. apríl - Event Format Text Review Appointment Scheduling Show Attendees Attendees Options Attendees			