1. **Lotus Notes – Out of Office E-mail Rule :**

**Description:**

When a resource on OOO and enables Out of office option in Notes, an automatic OOO email gets triggers to the mail sender with OOO message and backup/covering resource details until he is back from his vacation. Once the mail sender receives OOO Automatic email with the person's details who covers/backups, the mail sender forwards his/her email to the person who is covering up. Instead of this kind of double work, If the Lotus Notes application has an option to divert the email to the resource’s mail box who covers/backups. **For this new Option:** In Lotus Notes, In the OOO enabling page there should be an option or a facility to add the backup person's mail Id and Name, also a kind of Mail rule for the same should be added. The mail rule could be updated/added with a key word with account support name or user desire key word so that only the required mails should be diverted to the backup resource’s mailbox. Without mail rule if mails diversion happens all the unwanted mails/Confidential mails will be diverted to the backup resource’s mailbox and spam it. To avoid such issues, the mail rule should be added with a key word related to only those mails has to be diverted until OOO option get disabled.

**High Lights:**

No Need to send mails twice – Network Band width saved and the Time

No Risk of missing significant E-Mail

Assume that if a sender sent email to a person and logged out or have not noticed that the recipient’s automatic OOO Email, In that case it would be a risk of missing or late on significant action plan.

**Low Light Note:** The backup resource’s mail box should not be spam with all the other guy’s mails being diverted. For example, bulk mails send by HR/IT/Newletters and so on. There should be a restriction in place while the mails are being diverted to second person.

Mail Rule with relevant key word will help to avoid all the mails get diverted and spams the mailbox of resource who backup/covers. - THINK