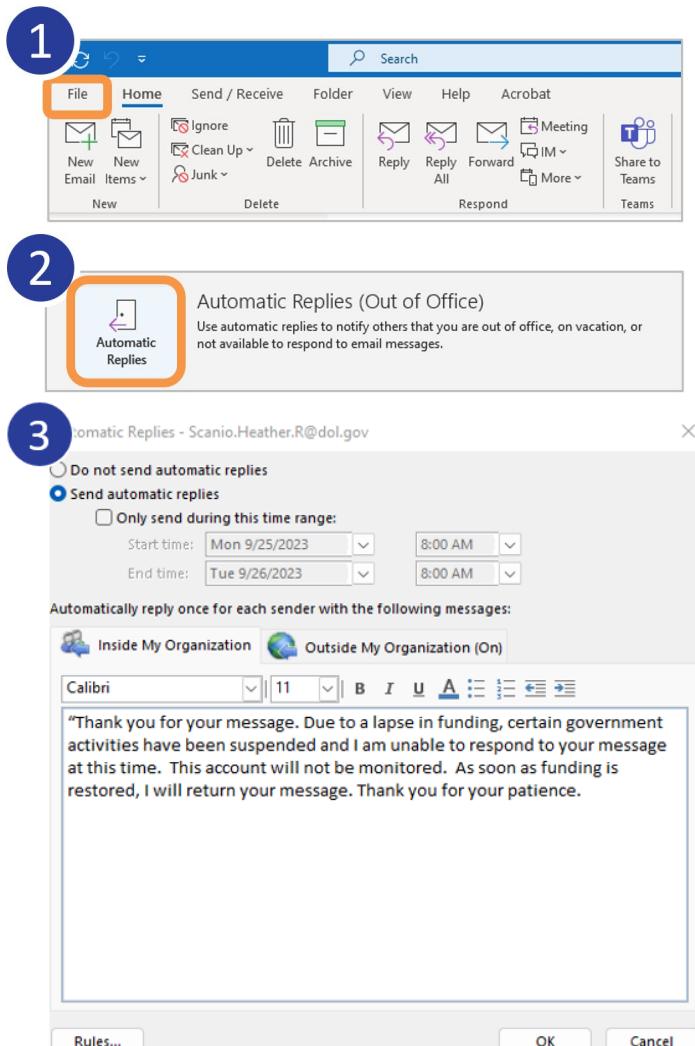


# Budget Expiration: OOO Guide for Staff

In the event of a government shutdown, DOL staff should be prepared to set Out-of-Office (OOO) notices and automatic replies on all relevant communication systems. This includes phones, email, and messaging systems.

The following information provides instructions on setting OOO notifications along with draft language to include. If you need assistance, please contact the **Enterprise Service Desk** by phone at 1-855-LABOR-IT (1-855-522-6748).

## Microsoft Outlook



### Set OOO notifications in Outlook using these steps:

1. Select **File** in the upper left corner of the taskbar. The Account Information options will be shown.
2. Select **Automatic Replies**
3. In the **Automatic Replies** pop-up dialog box, select **Send automatic replies**. Be sure to set the message for both Inside My Organization and Outside My Organization. Then select **OK**.
4. OOO notifications will automatically populate in Microsoft Teams

### DOL recommends the following message for your out-of-office automatic reply:

“Thank you for your message. Due to a lapse in funding, certain government activities have been suspended and I am unable to respond to your message at this time. This account will not be monitored. As soon as funding is restored, I will return your message. Thank you for your patience.”

## Voicemail Greetings

- [\*\*In-person desk phone instructions\*\*](#).
- [\*\*IVR system instructions\*\*](#) (navigate to pg. 4).
- **Jabber:** Navigate to [DOL Voicemail](#) and log in using your DOL network account credentials. Then follow the prompts to set up your voicemail message.

**Questions?** Contact the Enterprise Service Desk by phone at 1-855-LABOR-IT (1-855-522-6748).