Phriendly Phishing

SET UP A SECURE OUT OF OFFICE MESSAGE

Your Out of Office can reveal more than you realise

For customer-facing roles *Customer Success, Sales and Support*

AUTOMATIC REPLY: LIMITED EMAIL ACCESS

Hi,

Thanks for your email. I have limited access to email at the moment and will reply by [day, date].

If you need help sooner, our team monitors [shared inbox] and [phone number] from 8:30am to 5:30pm AEST, Monday to Friday. They can pick up your request straight away, so you won't need to explain it twice.

Kind regards,
[Your Name]

OUT OF OFFICE BEST PRACTICES

Limit information shared
Avoid disclosing personal details or travel plans .

Separate internal and external replies
Tailor your messages to each audience to avoid exposing internal information.

Use a general contact
Direct urgent external enquiries to a shared inbox rather than individual colleagues.

Phriendly Phishing

SET UP A SECURE OUT OF OFFICE MESSAGE

Your Out of Office can reveal more than you realise

For Higher-Risk Roles *Executives, finance, payroll, privileged IT*

AUTOMATIC REPLY: LIMITED EMAIL ACCESS

Hi,

Thanks for your email. I have limited access to email at the moment and will reply when I can.

If you need help sooner, please contact [shared inbox] or [phone number], monitored 8:30am to 5:30pm AEST, Monday to Friday.

Kind regards,
[Your Name]

OUT OF OFFICE BEST PRACTICES

Limit information shared
Avoid disclosing personal details, travel plans or the length of your absence.

Separate internal and external replies
Tailor your messages to each audience to avoid exposing internal information.

Use a general contact
Direct urgent external enquiries to a shared inbox rather than individual colleagues.