

Adding/Editing GroupWise Rules

Note: You can not set-up a rule through Web Access, you must go through the desktop GroupWise

To Add

- 1) Open up the GroupWise account of the email you want to add a rule to
- 2) Click tools in the menu bar at the top of the window
- 3) Click rules in the drop down menu
- 4) Click New....
- 5) Type in what you want the rule name to be, example: Vacation
- 6) Under when event is, select New Item, select received
- 7) Under if conditions are, select Mail
- 8) Under then actions are, click Add Action
- 9) Select reply...
- 10) Select OK when window appear to reply to sender
- 11) Type in subject if wanted, example Out of Office
- 12) Type in the message you want to appear to individuals emailing you then click OK
- 13) Click Save once finished

New Rule

Rule name: Vacation

When event is And items are: Received Sent Posted Draft

If conditions are (optional)

Item types: Mail Appointment Task Reminder note Phone message

Act on items where Item Type is Mail

Appointment conflict exists: Does not matter (Yes or No)

Then actions are

Reply

Reply

From: Lucinda Smith CC:

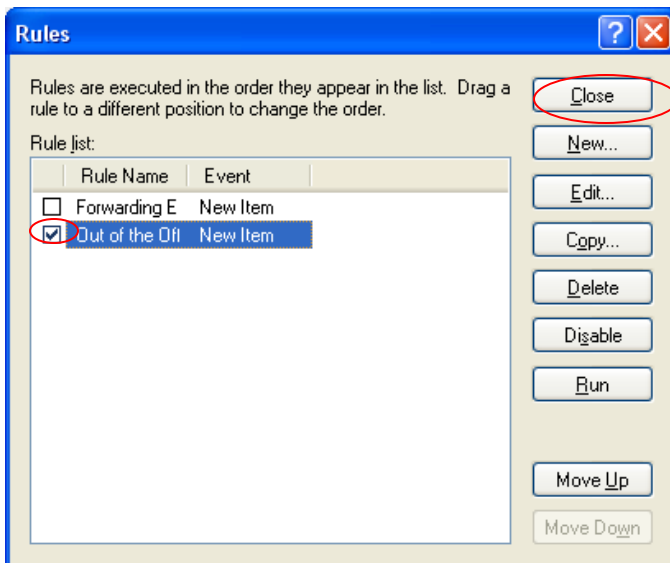
To: BC:

Subject: Out of Office Files:

Message: I will be out of the office from June 23rd to June 30th. I will return any messages when I return, but if this matter needs attention before then please contact Joe Schmo at jschmo@eaton.k12.mi.us

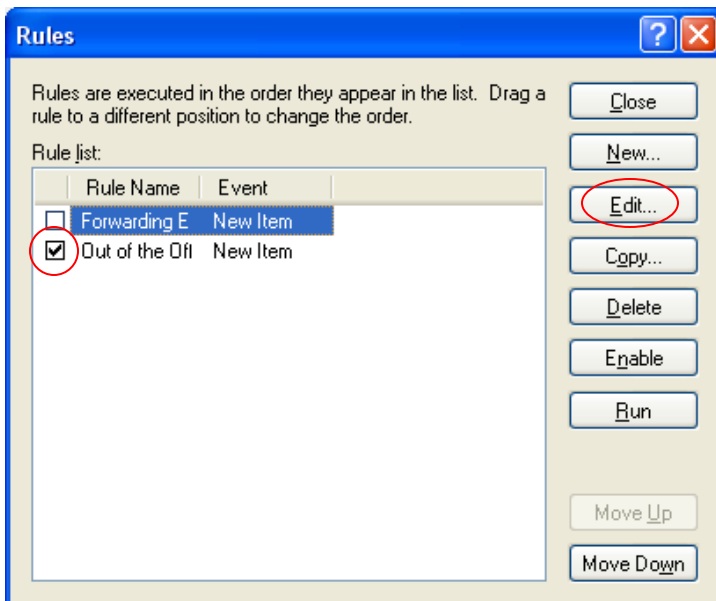
To Activate Rule

- 1) Open up the GroupWise account of the email you want to add a rule to
- 2) Click tools in the menu bar at the top of the window
- 3) Click rules in the drop down menu
- 4) Select rule you want to use and select Close



To Edit

- 1) Open up the GroupWise account of the email you want to add a rule to
- 2) Click tools in the menu bar at the top of the window
- 3) Click rules in the drop down menu
- 4) Select the rule you want to edit
- 5) Select Edit on right hand side of window
- 6) Make changes and select OK
- 7) When all changes are completed select Save



Forwarding Email in GroupWise

Note: You can not set-up a rule through Web Access, you must go through the desktop GroupWise

- 1) Open up the GroupWise account of the email you want forwarded
- 2) Click tools in the menu bar at the top of the window
- 3) Click rules in the drop down menu
- 4) Click New....
- 5) Type in what you want the rule name to be, example: forwarding email
- 6) Under when event is, select New Item, select received
- 7) Under if conditions are, select Mail
- 8) Under then actions are, click Add Action
- 9) Select forward...
- 10) From box will be your current email, should have your name
- 11) In the To box, type in the email address of where you want your email forwarded
- 12) Click ok
- 13) If you want your current email to empty the emails out of your in box after they are forwarded, then click Add Action and Empty Item

The screenshot shows the 'Edit Rule' dialog box with the following configuration:

- Rule name:** Forwarding Email
- When event is:** New Item (dropdown), And items are: Received, Sent, Posted, Draft
- If conditions are (optional):** Item types: Mail, Appointment, Task, Reminder note, Phone message. A text box contains 'Act on items where Item Type is Mail'.
- Appointment conflict exists:** Does not matter (Yes or No) (dropdown)
- Then actions are:** (dropdown), , . A list box contains 'Forward To: lou_1980@hotmail.com' and 'Empty Item'.
- Buttons:** ,