

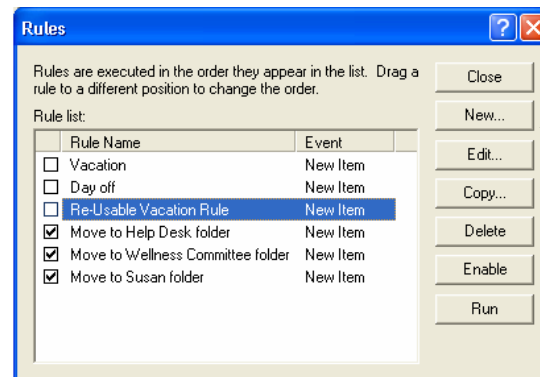
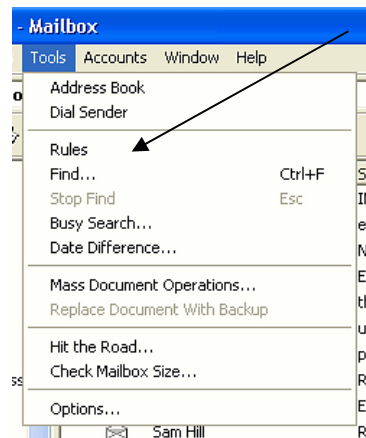
GroupWise — Creating Rules

Rules

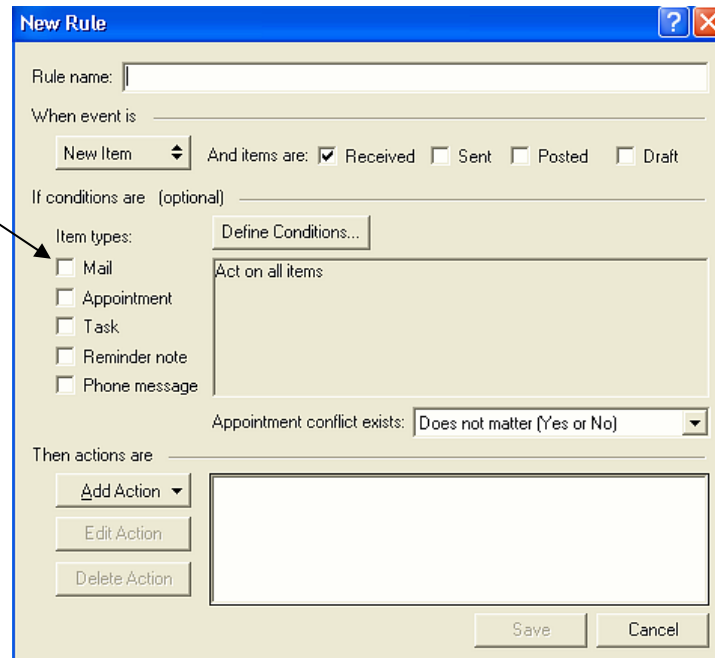
Rules are used to manage your mail automatically.

Examples of rules are:

- ✓ To move messages to folders.
- ✓ To generate an automatic reply when you're out of the office.
- To create a rule when you are out of the office, click Tools > Rules.
- In the Rules dialog box, click New.

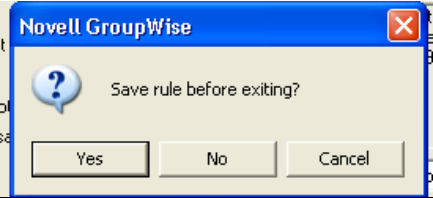


- Name the rule.
 - Click the When event is box and select New Item. (This triggers the rule.)
 - Place a check next to Received.
 - Place a check next to Item Types, such as Mail and/or Appointment.
 - Click on Define Conditions.
- NOTE:** This is the most important step.



<ul style="list-style-type: none"> ✓ Click the drop-down arrow next to the first field and select Delivered. ✓ Click the next button (circled) and select On or After Date – This is the first date of your vacation or winter break. ✓ Type date or use calendar icon next to the date field to select the date. ✓ Click the next button and select And. ✓ Click the drop-down arrow next the the field and select Delivered. ✓ Click the next button and select On or Before Date – last day you are on vacation or winter break. ✓ Type date or use calendar icon next to the date field. ✓ Click the next button and select End. ➤ Using these conditions, the rule will run only during the time frame you selected. ➤ Click OK. 	
<ul style="list-style-type: none"> ➤ Click Add Action and select Reply. ➤ Click OK. 	
<ul style="list-style-type: none"> ➤ Type your out-of-office message. ➤ Click OK. 	

- Click Yes to save the rule.



- Click Enable or place a check mark next to the rule to activate it.
- Click Close.
- This rule should inactivate itself based on the date you selected, however it is a good idea to turn it off when you return.
- **To turn off the rule when you return remove the checkmark next to the rule or highlight the rule and click Disable.**

