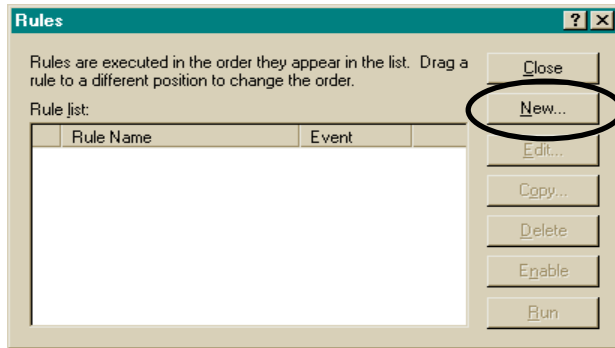


Creating a Rule in GroupWise 6

A Rule is a set of conditions and actions to be performed when an item that is received meets those conditions. Actions include moving items to a folder, forwarding and/or replying to sender. It is a good idea to create a rule when you are out of the office or to delete spam.

Complete the following steps to create a Rule in GroupWise:

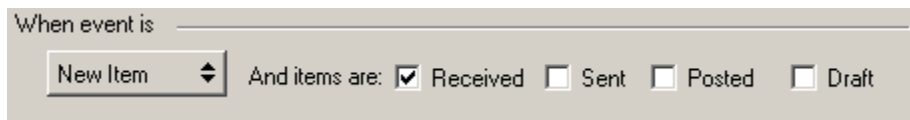
1. Select **Tools** from the menu bar, and then select **Rules**.
2. The **Rules dialog** box will appear. Click the **New** button.



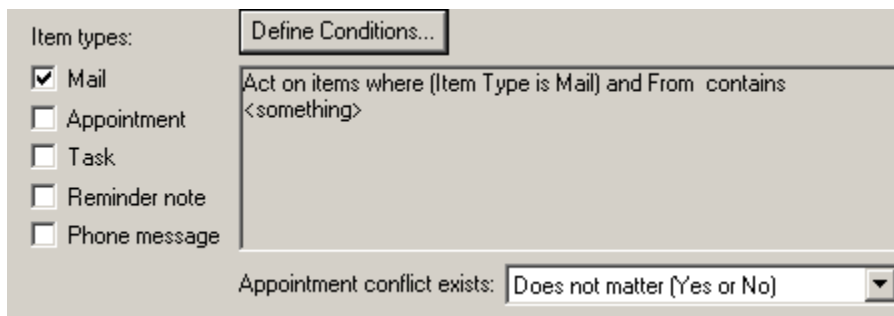
3. In the **Rule name** field type a name for the rule that's being created.



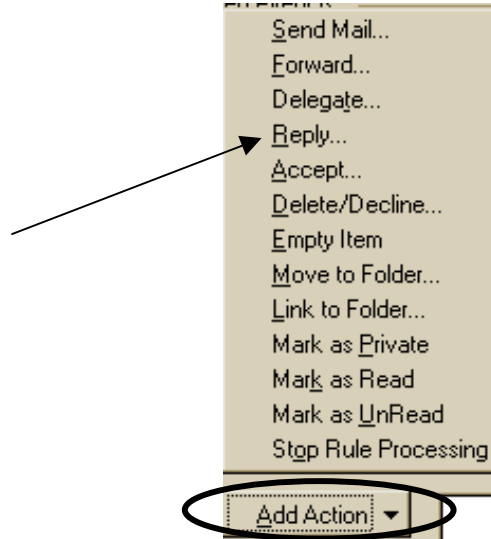
4. In the **When event is** section, **New Item** is the default. This item will allow a rule to be created to respond to items that are received, sent, posted and/or drafted. There are other choices in the up/down-pointing triangles. Choose one or more sources for the item, i.e., received and posted.



5. In the **Define Conditions** section, check the **Item Type** that you want the rule to effect. Clicking **Define Conditions** will give you the opportunity to match the field and contents. For example: Act on items where (Item Type is Mail) and FROM contains <something>, an asterisk will include anything in the FROM field.

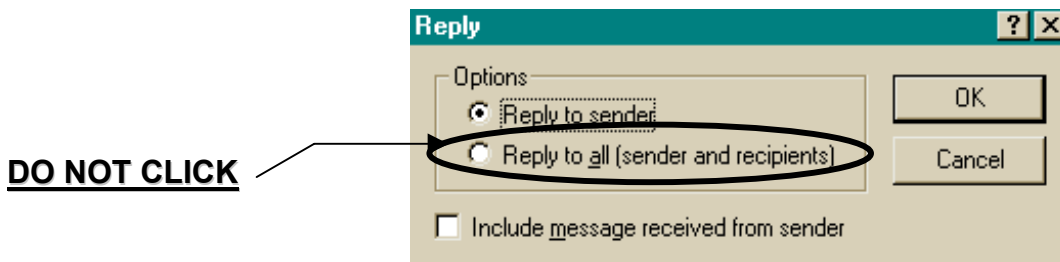


6. Click the **Add Action** button, a pop-up menu will appear. Select the action **Reply**.

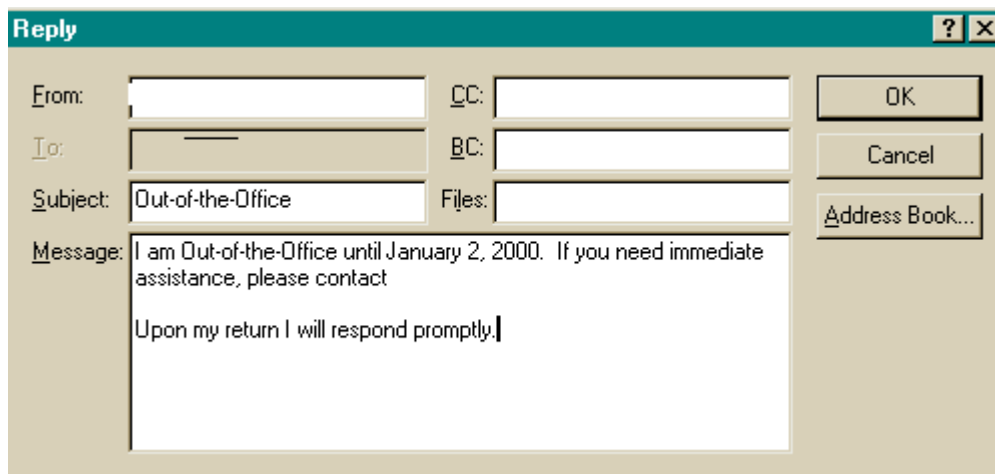


7. **FOR SPAM:** Select **Empty Item**

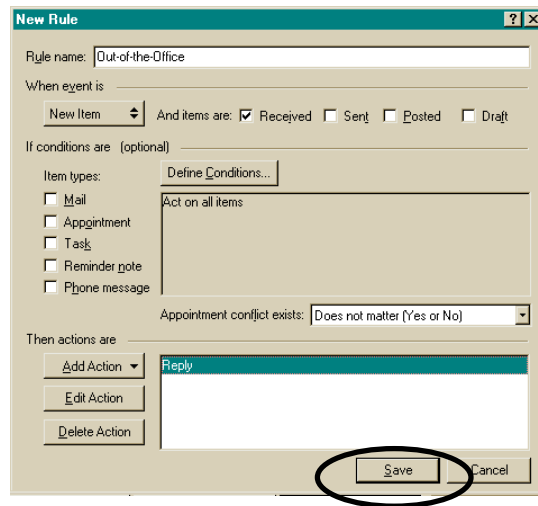
8. The Reply dialog box will appear. Click **Reply to sender**. Make sure **Reply to all (Sender and Recipients)** is **NOT** selected. **Note:** If an announcement is sent and the rule is activated, it would reply to everyone that received that announcement. The **Include message received from sender** is optional. Click the **OK** button.



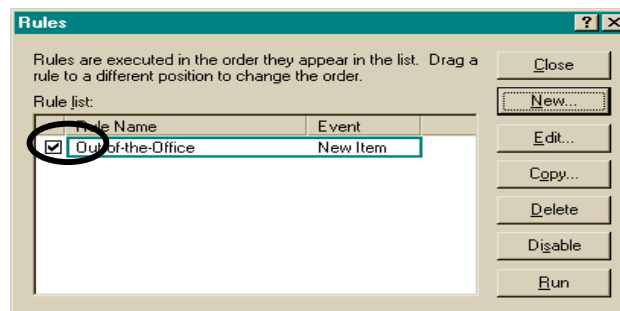
9. The Reply dialog box will appear. In the **Subject:** and **Message:** field type the message the user will receive. An example is shown below. Once finished typing the message, click the **OK** button.



10. The **New Rule** dialog box will appear, click the **Save** button located at the bottom right corner.



11. The **Rules** dialog box will now appear. When a rule has a check in the small box the rule is activated (turned on).



12. To de-activate (turn off) the rule, take the mouse and click once to remove the check. Click **Close** button to close the Rules dialog box.

To Delete a Rule do the following:

1. Select **Tools** from the menu, and then select **Rules**.
2. Highlight the rule to be deleted. Click the **Delete** button.
3. Now click the **Close** button.