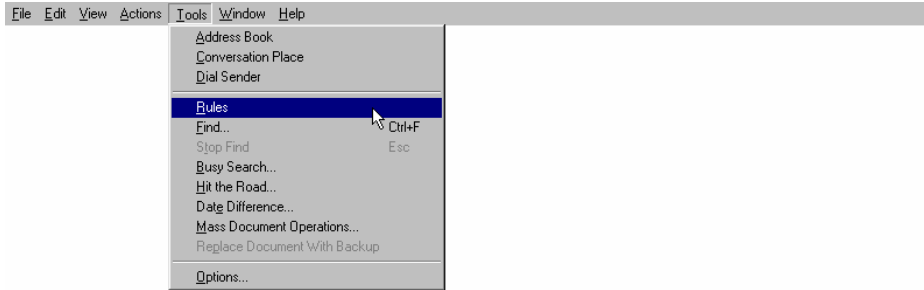
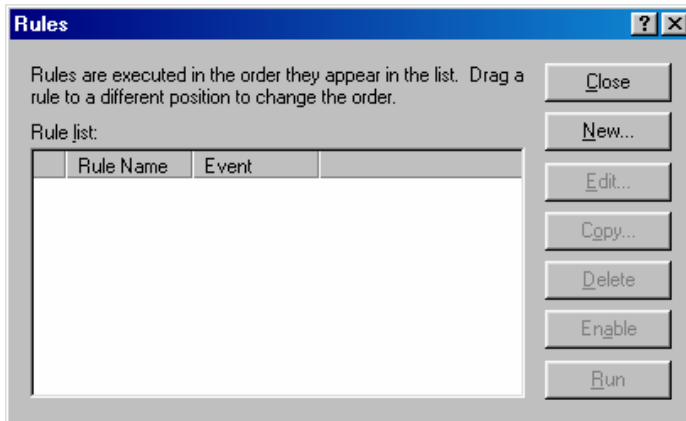


## Creating a Vacation Rule in GroupWise.

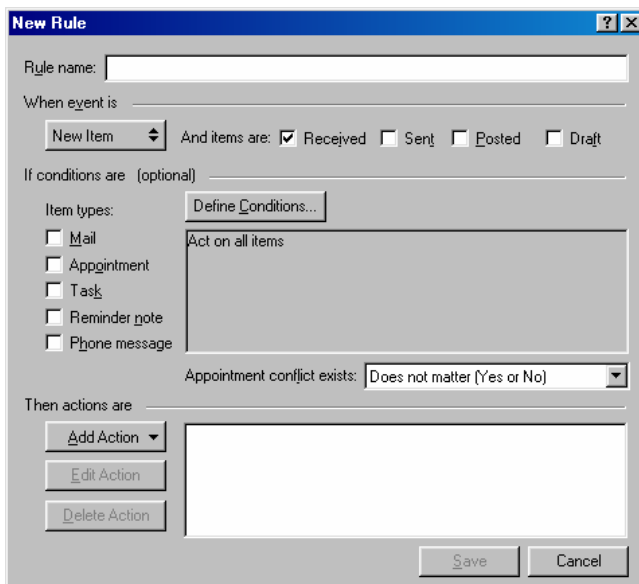
1. Login to GroupWise
2. From the menu bar, click **Tools | Rules**.




3. When the Rules box appears, click **New**.

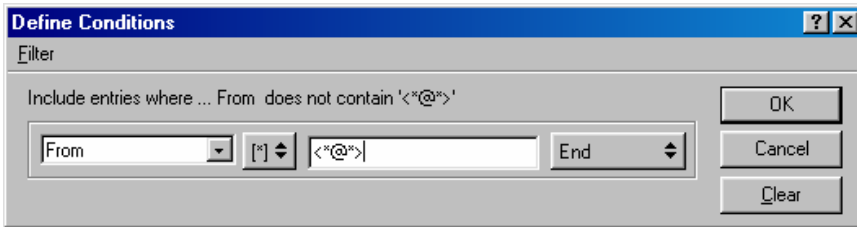




4. The *New Rule* dialog box appears. In the Rule Name text box, type a name for the rule (i.e. Vacation Email).

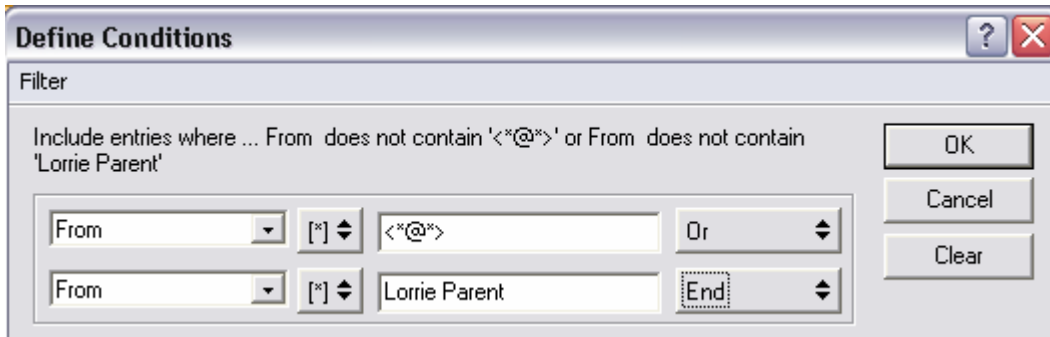


5. Verify that the event scheduled is New Item and that Received is checked.

6. Select the Item Types you want your vacation reply to respond to by clicking on the appropriate checkbox(es). e.g. mail, appointments, task etc. This will send a reply to any e-mail you receive.
7. Click **Define Conditions** button to set the conditions for this rule (appointments, task, etc.).
8. In the first text box, click the drop down arrow and select **From**.
9. Click the button with the brackets and arrows  and choose the phrase **[X] Does Not Contain**.
10. In the second text type the following exactly: <\*@\*>. This will reply to on-campus emails only. It should appear as follows:

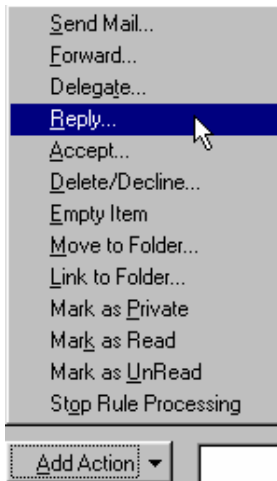


11. Click on then  choose Or.
12. This will open up a second line for entering criteria.
13. In the first text box on the second row, click the drop down arrow and select **From**.
14. Click the button with the brackets and arrows  and choose the phrase **[X] Does Not Contain**.
15. In the second text type the following exactly: **Full Name** (As it appears in the GroupWise address book). This will prevent the rule from starting an infinite loop of mail from you to you. It should appear as follows:

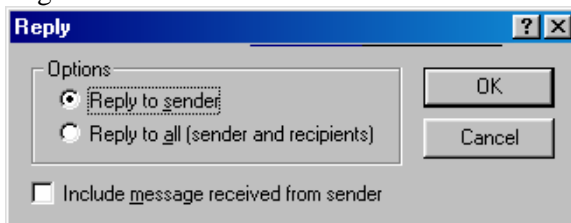


16. Click **OK** to return to the *New Rule* dialog box.

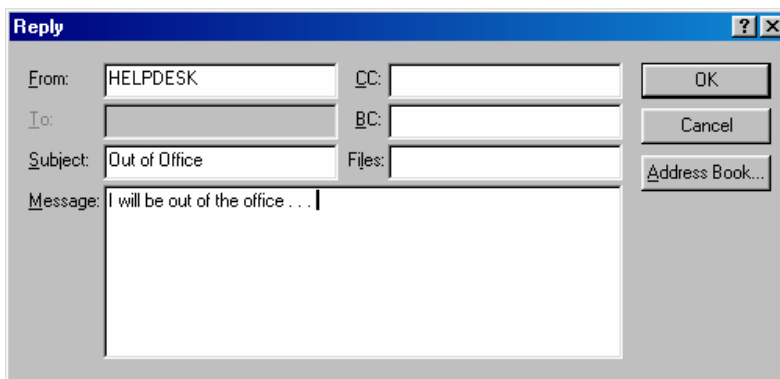
17. Click the *Add Action* button. From the pop-up list, select **Reply**. (This tells the rule to reply to incoming messages during the range of time that you will be out of the office.)



18. The *Reply* dialog box appears. Select *Reply to Sender* to reply only to the sender, or select *Reply to All* (sender and recipients) to reply to the sender and everyone else to whom the original sender sent the e-mail. We recommend reply to sender.



19. The Reply box will open. Type a subject in the subject box (if left blank, it will use the sender's subject). Type your message text in the Message box. If you want to CC or BC someone else every time your reply is sent, enter the usernames in the appropriate field.



20. Click OK. You will return to the Edit Rule box.

21. The rule should look like the following. Click **Save**.

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

- Rule name:** Vacation Rule
- When event is:** New Item
- And items are:**  Received,  Sent,  Posted,  Draft
- If conditions are (optional):** Define Conditions...  
Act on items where (Item Type is Mail) and From does not contain '<\*@\*>' or From does not contain 'HELPDESK'
- Item types:**  Mail,  Appointment,  Task,  Reminder note,  Phone message
- Appointment conflict exists:** Does not matter (Yes or No)
- Then actions are:** Add Action ▼, Edit Action, Delete Action  
Reply

Buttons at the bottom: Save, Cancel

The rule is added to the Rules list box. The check in the box indicates that the rule is active. When you return, you should click the check box to deactivate the rule. You can create a rule now and leave it unchecked until you leave. Alternately, the rule can also be kept unchecked and edited at a later time for reuse.

If Vacation rules is in effect and you are using web access, do not CC yourself on any e-mails sent. This may create a loop of vacations e-mails which will potentially fill your mailbox and reduce considerable system resources on both your computer and the network.

We recommend replying only to on-campus mail. It is possible to create a rule that replies to all mail (omit step 10) but this could cause large quantities of mail. If you reply to an outside-generated mail (i.e. mailing list), or list serves they will generally send a message back which the rule will reply to again. This loop could result in several thousand emails in a single day.