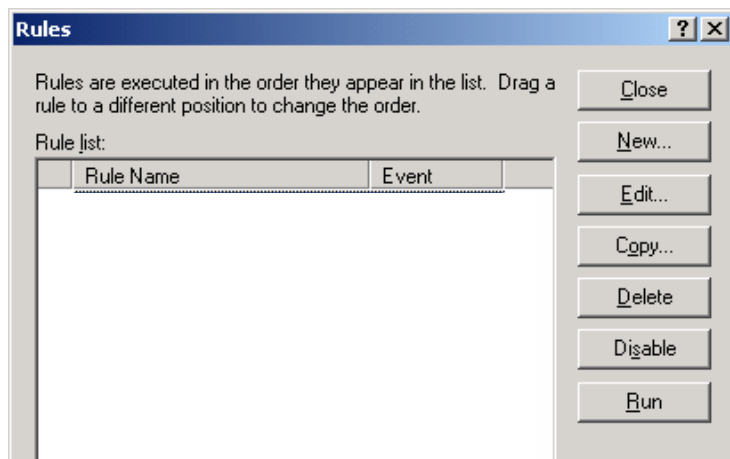


GROUPWISE 7.0

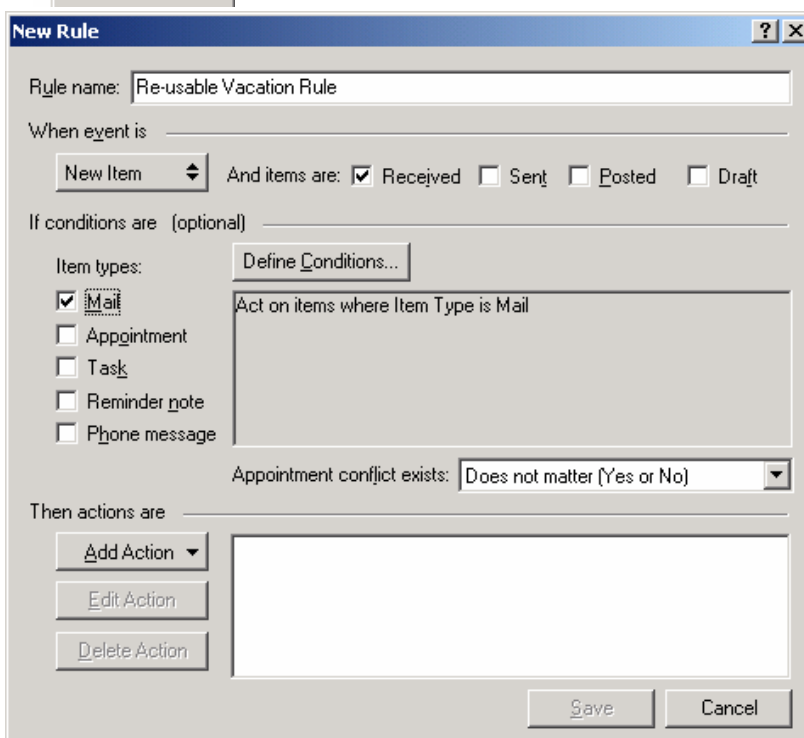
HOW CAN I SET UP AN AUTOREPLY/ VACATION RULE?



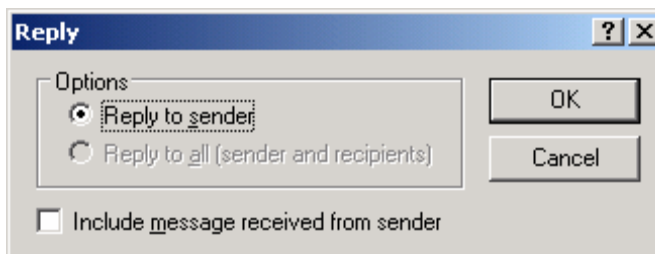
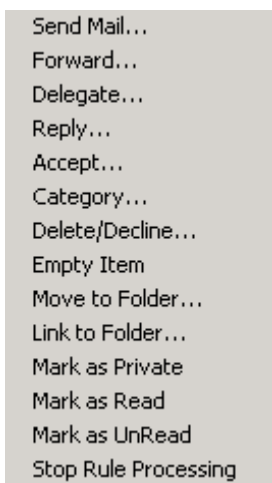
Click **Tools > Rules**
Click on the **New** (button).

In the "New Rule" dialog box:

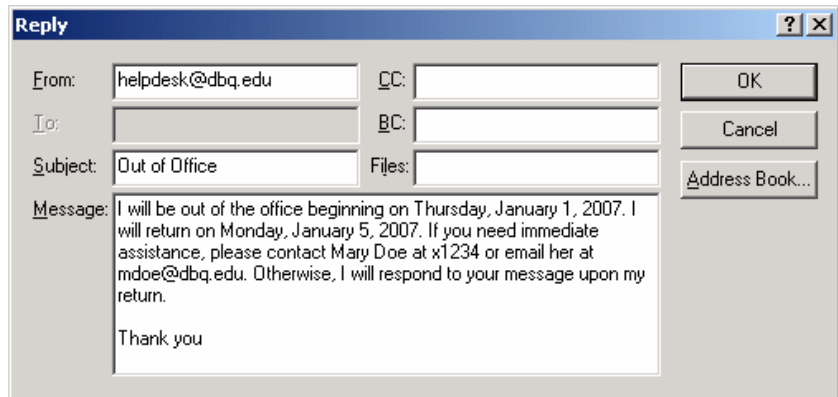
- Type a name for the rule, something like "Re-usable Vacation Rule."
- Make sure that under **When Event Is, New Item** is selected, and following **And Items are:** that **Received** is selected.
- Under **Item Types**, select the item types you care about. If you don't want your auto-reply to go out to appointment setters, don't select appointments.



- Now go down to **Then Actions Are**, and click **Add Action** button.
- Click **Reply**.
- Make sure **Reply to Sender** is selected.
- Click **OK**.



- Type in your full email address (username@dbq.edu). If you let GroupWise fill this in, people from off campus will not receive the notification.
- Type the message that you would like to display in the automatic reply. (Example: I will be out of the office beginning on Thursday, January 1, 2008. I will return on Monday, January 5, 2008. If you need immediate assistance, please contact Mary Doe at x1234 or email her at mdoe@dbq.edu. Otherwise, I will respond to your message upon my return. Thank you.)
- Click **OK**.
- Click **Save**



You should now see your new vacation rule listed with a checkmark in front of it. This means the rule is enabled.

- Click **Close**

Upon your return, simply uncheck this box by clicking on the **Disable** button.

You can re-use this rule by editing it with a new message and/or dates.

To Edit:

- Click on the rule
- Click the **Edit** button
- Follow the steps you used to create the rule, revising with any changes. To edit only the message, click on **Reply** under “Then actions are:” and next to the “Add Action” button. Click the **Edit Action** button. Proceed to edit the text of your auto reply.
- Be sure to click the **Save** button at the bottom of the “New Rule” dialogue box to save your changes

