



Overview:

This memo explains how to set up GroupWise rules. There are a number of rules that you can set up in GroupWise, including forwarding your messages to another e-mail account and setting up an automatic reply. This memo will explain how to use the Rule feature of GroupWise.

Rules:

Rules are tasks that you set up which do specific things to your messages. The most often used rule is Forward, which allows you to forward messages that you receive to another e-mail account. There are a variety of different rules that you can set up: Forward, Reply, Move to Folder, etc.

A Cautionary Note When Using Rules:

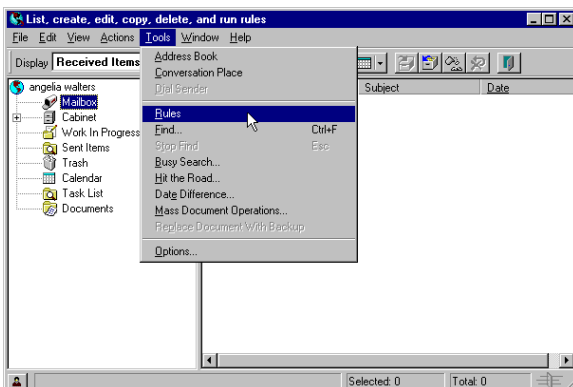
If rules are set up incorrectly they can cause disruption to the e-mail system or make your e-mail account unusable. For example, when you use a Forward Rule from your GroupWise account to an outside e-mail account that creates a loop that continuously forwards the messages back and forth between the two accounts. If you don't notice what is happening fairly quickly, you can end up with thousands of messages in both accounts. Common ways this can occur include forwarding to a dead e-mail account and forwarding to a full e-mail account. If you are unsure about something when setting up a rule, please ask for assistance.

You are responsible for ensuring that rules you create work properly and do not disrupt the e-mail system. If you create rules that disrupt the e-mail system your e-mail account and/or the offending rule may be disabled without notice by the university.

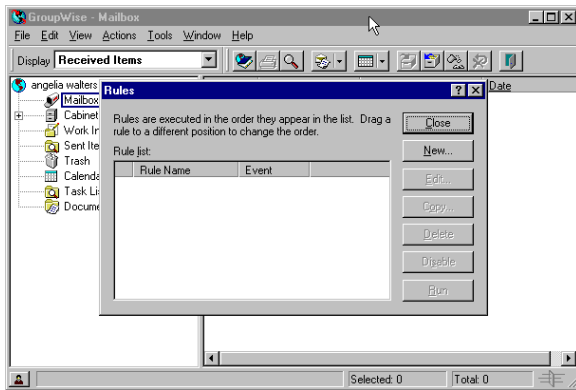
Setting Up a Rule:

We will use the Forward Rule as our example:

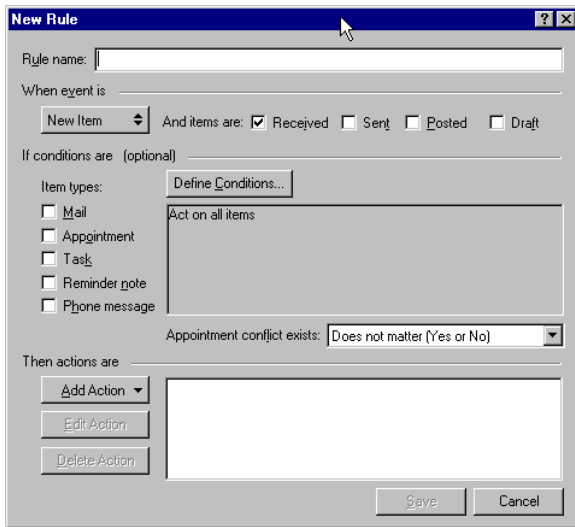
1. In GroupWise, select Rule from the Tools menu.



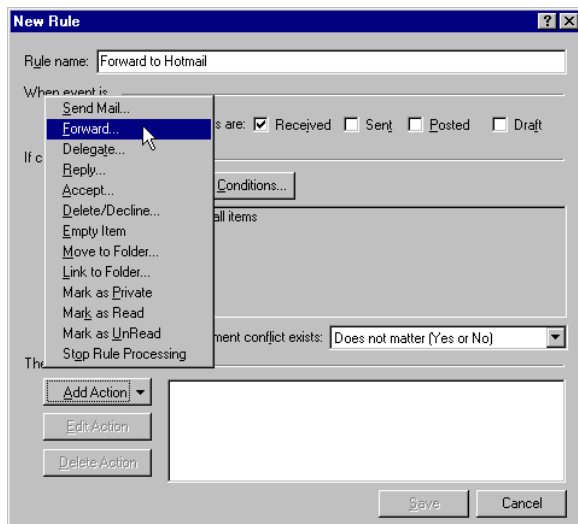
2. The Rules dialog box appears. Click New.



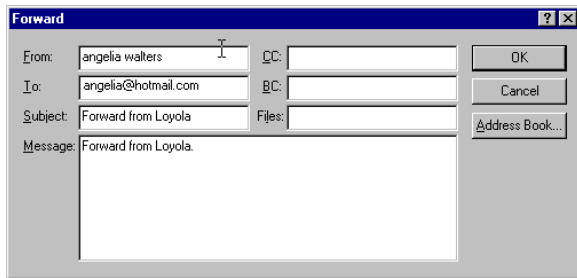
3. The New Rule dialog box appears.



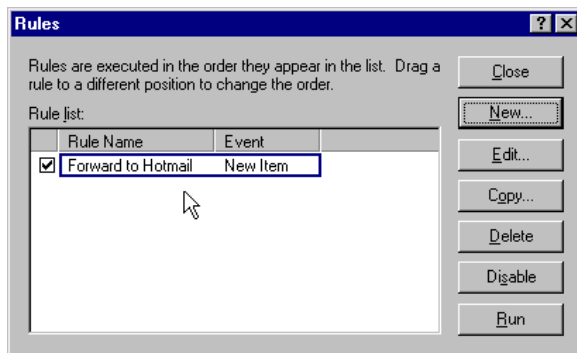
4. Type a name into the Rule name box. From the Add Action button, select Forward.



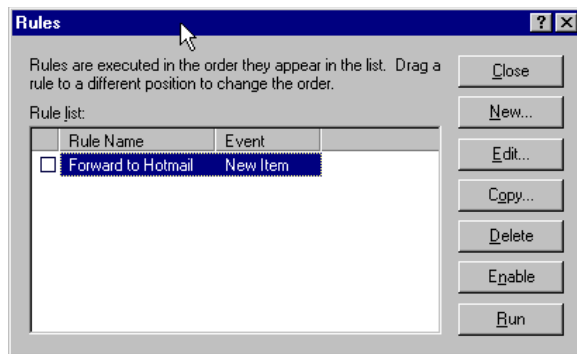
5. The Forward dialog box appears. Type the address that you want your messages to forward to in the To: field. Type a Subject and a message. Click OK.



6. The Rule will appear in the list of rules on the Rules dialog box.



7. To deactivate a rule. Go to the Rules dialog box and uncheck the box next to the rule.



Other Helpful Information About Rules:

1. Rules can be set up to be active for specific types of messages (i.e. e-mail messages, phone messages, appointments) or for specific addresses.
2. You can set up filters for a number of different attributes that the message must have before the rule is applied to it.
3. If you deactivate the rule instead of deleting it, you can turn it back on without having to recreate it from scratch.