

Creating a Rule in GroupWise for Auto Reply when Out of Office

Need further assistance creating a GroupWise Rule? Contact Megan Nicholson

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In the main GroupWise email window:

- Go to the **Tools** menu and choose **Rules**
- The Rules window will appear
- Click on **New**

New Rule Window

Step 1

Rule name:

Type a name in the box

Step 2

When event is:

✓ Received

Step 3

Items types:

✓ Mail

Step 4 – Very Important!

Define Conditions

(see directions below)

Step 5

Click the Add Action button

Choose Reply

(see directions on Page 2)

Step 6

Click Save

New Rule

Rule name: Out of Office

When event is: New Item

And items are: ☒ Received ☐ Sent ☐ Posted ☐ Draft

If conditions are (optional):

Item types: ☒ Mail ☐ Appointment ☐ Task ☐ Reminder note ☐ Phone message

Define Conditions...

Act on items where Item Type is Mail

Appointment conflict exists: Does not matter (Yes or No)

Then actions are:

Add Action Edit Action Delete Action

Reply

Save Cancel

Step 4 Define Conditions - Very Important!

Row 1

- Choose **To** from the drop down menu
- Type your **first and last name as it appears in GroupWise**
- Click the **End** button and choose **Or**

Row 2

- Choose **To** from the drop down menu
- Type your **GroupWise email address** in the box
- Click OK

This step is **very important** for preventing quirky things from happening if you are subscribed to mailing lists.

Define Conditions

Filter

Include entries where ... To contains 'Susan Horton' or To contains 'hortons@durhamtech.edu'

To Susan Horton Or

To hortons@durhamtech.edu End

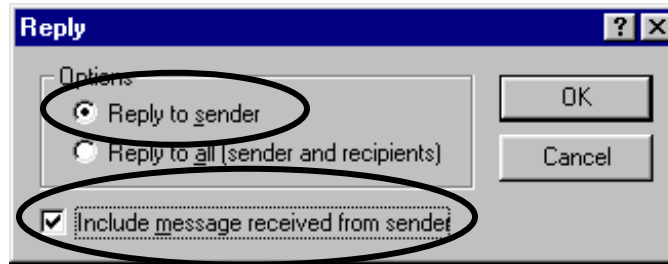
OK Cancel Clear

username@durhamtech.edu

Step 5 - Add Action

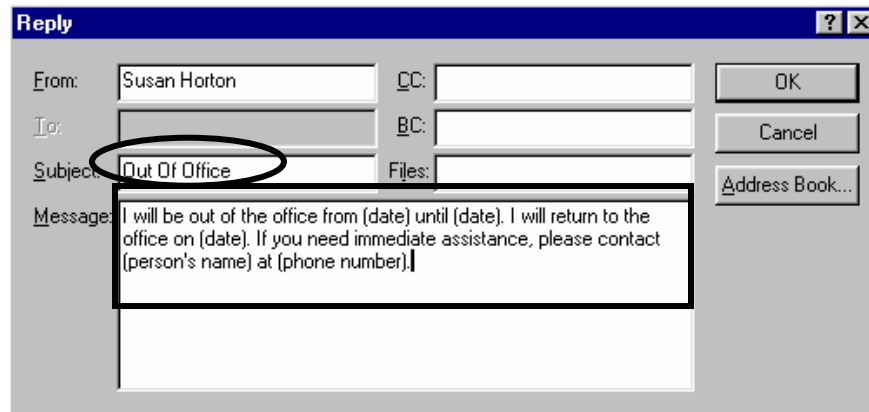
In the Reply window

- Click the Reply to sender radio button
- ✓ Include message received from sender
- Click OK



In the Reply window

- Type a subject (this is the subject of the email that will be sent as your auto reply)
- Type a message. Include dates you will be out of the office, when you will return, and who to contact in your absence.
- Click OK (This will take you back to the New Rule window)
- Click Save in the New Rule window



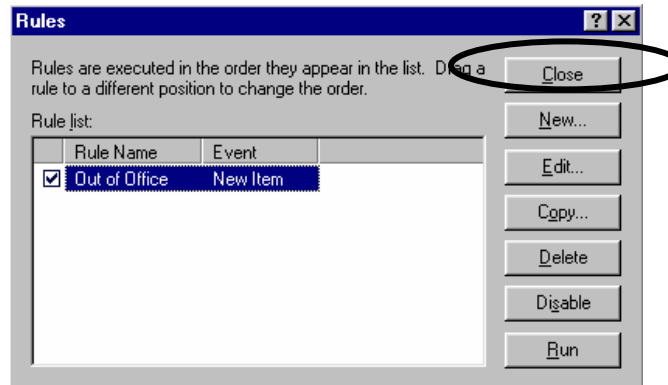
Enable / Disable a Rule

In the Rules window

Before you go away from the office be sure to turn **on** the rule.

To enable the Rule:

- Check the Rule you want to enable
- Click Close



When you return to the office be sure to turn **off** the rule.

To disable the Rule:

- Uncheck the Rule you want to disable
- Click Close

