

## Creating a Vacation Rule

You can create a vacation rule in GroupWise that sends a reply email to internal incoming messages letting people know that you are out of the office. It is recommended that you only reply to internal messages to prevent responding to list servers and Spam mail.

1. Click **Tools, Rules, New**.
2. Type a name for the rule, something like "Vacation Rule."
3. Make sure that under **When Event Is, New Item** is selected, and **Received** is selected.
4. Do not specify any Item Types because the default is all items.
5. Click **Define Conditions**.
6. In the first pop-up menu, click **All Fields**, then find and click **Delivered** and press **OK**.
7. In the next pop-up menu, select **On or After Date**.
8. In the field enter the first date you're out of the office or select it from the calendar icon to the right of the field.
9. In the last pop-up menu, click **And** to start another row.
10. This row will define the end of your vacation. In the first pop-up menu, choose **Delivered**.

11. Then select **On or Before Date**.
12. In the field, enter the date you're returning from vacation. By entering these dates, you have

The screenshot shows the 'Define Conditions' dialog box. The title bar says 'Define Conditions'. Below the title bar is a 'Filter' section. The main text reads: 'Include entries where ... Delivered is greater than or equal to 7/14/2003 and Delivered is less than or equal to 7/18/2003 and From does not contain \*@\*'. There are three rows of conditions. The first row is 'Delivered' with a dropdown arrow, followed by '>=' and a date field '7/14/2003' with a calendar icon, and an 'And' dropdown. The second row is 'Delivered' with a dropdown arrow, followed by '<=' and a date field '7/18/2003' with a calendar icon, and an 'And' dropdown. The third row is 'From' with a dropdown arrow, followed by '[\*]' and a text field '@\*' with an 'End' dropdown. On the right side, there are three buttons: 'OK', 'Cancel', and 'Clear'. A mouse cursor is pointing at the 'Clear' button.

defined the period of your vacation so you don't have to worry if you forget to disable this rule when you get back to the office. You can keep this rule and merely change the dates the next time you will be out of the office.

13. In the last pop-up menu of the second row, click **And** to start another row.
14. In the new row, choose **From** in the first pop-up menu and then select **Does Not Contain** in the second.
15. In the field, type **\*@\***. This condition specifies that GroupWise not respond to email that comes from the Internet (e.g. @domain.com) and, therefore, email received from outside the USC GroupWise system.
16. Choose **End** to complete the row.
17. Press **OK**.
18. For **Then Actions Are**, select **Add Action** and choose **Reply**. Make sure **Reply to Sender** is selected, then click **OK**.
19. Type your vacation message, then press **OK**.
20. Press **Save**.

21. Make sure a checkmark appears in the check box beside the rule name. This indicates the rule is active.
22. Since rules are executed in the order in which they appear in the Rules list, you should move the Vacation Rule to the top of the list. Click on the vacation rule and drag it to the top of the list.
23. Press **Close**.

Computer Services

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