

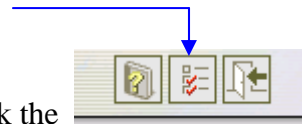
GroupWise Web

Rules

You can use rules to define actions that you want to be performed on items you receive. For example, you can forward or reply to messages or move messages to folders. Rules can help you organize your Mailbox, automate your Mailbox while you are away, or delete unwanted items.

Create a rule

1. From the GroupWise WebAccess main window, click the
2. Click Rules.
3. Select the type of rule you want to create



Options icon on the

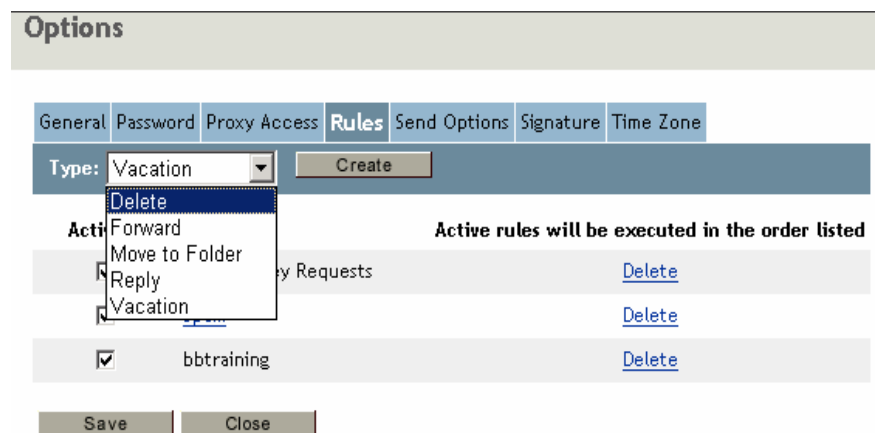
Delete: Moves an item to the Trash. You can apply the rule to all new items or only new items that meet the criteria you establish.

Forward: Forwards an item to the recipients you specify. You can apply the rule to all new items or only new items that meet the criteria you establish.

Move to Folder: Moves an item to the folder you specify. You can apply the rule to all new items or to only new items that meet the criteria you establish.

Reply: Generates a reply to an item. The reply can go to the sender of the item only (Reply to Sender) or to all recipients of the item (Reply All). You can apply the rule to all new items or only new items that meet the criteria you establish.

Vacation: Generates a reply to all new items you receive. The reply goes to the sender of the item only (Reply to Sender), not to all recipients of the item (Reply All).



Active	Name	Delete
<input checked="" type="checkbox"/>	bbtraining	Delete

4. Click Create to display the Create Rule form.
5. Type the name you want to use for the rule. Names can include any characters, including spaces.
6. If desired, define an optional condition to limit the items that are affected by the rule. If you do not define an optional condition, the rule will be applied to all new items you receive.
7. Define the actions that you want performed when the rule is applied.

The actions vary depending on the type of rule you are creating. For example, when creating a rule to reply to items, you select whether you want to reply to the sender only or the sender and all recipients. When moving an item to a folder, you select the destination folder.

8. Click Save to save the rule to the Rules list.

By default, the rule is automatically activated. If you don't want the rule to be active at this time, deselect the rule's Activate box > click Save or to keep the rule active, click Close.

When you create a rule, GroupWise WebAccess stores it in your GroupWise Mailbox at your post office. Whether you log in to your Mailbox through GroupWise WebAccess or another version of the GroupWise client, you always have the same rules.

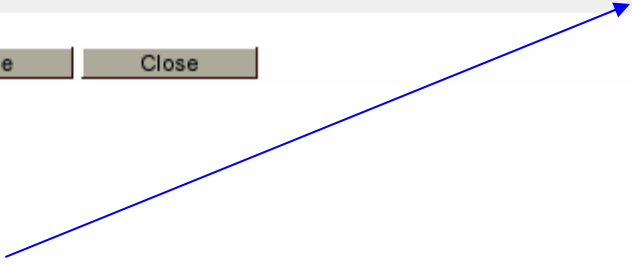
Activating or Deactivating Rules

From the GroupWise WebAccess main window, click the Options icon on the toolbar.

1. Click Rules.
2. In the list of active rules, click the rule's check box to activate it or deactivate it.
3. A check mark indicates that the rule is active.
4. Click Save to save the changes.

Activate	Rule Name	Active rules will be executed i
<input checked="" type="checkbox"/>	Wireless Key Requests	Delete
<input checked="" type="checkbox"/>	Spam	Delete
<input checked="" type="checkbox"/>	bbtraining	Delete

Save Close



To delete a Rule

Click to check the box and then click Delete