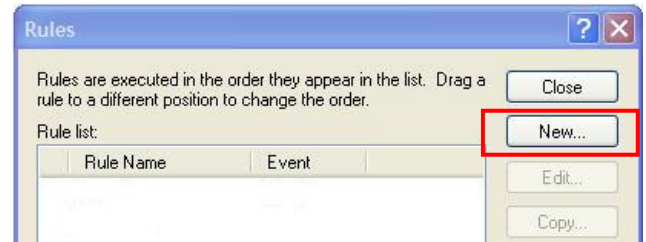


Novell GroupWise 7: Full Client Creating a Vacation Rule

Creating a rule in GroupWise Full/Network Client involves many more steps than creating that same rule in the GroupWise WebAccess client. Rules you create in GroupWise Full/Network Client will also appear in the GroupWise WebAccess client.

CREATING A RULE

1. Log-in to the GroupWise Full/Network Client
2. From the GroupWise main window, click **Tools**
3. Click **Rules**
4. Select **New** to create a new Rule
5. Type a name in the *Rule Name Field*, such as Vacation Rule

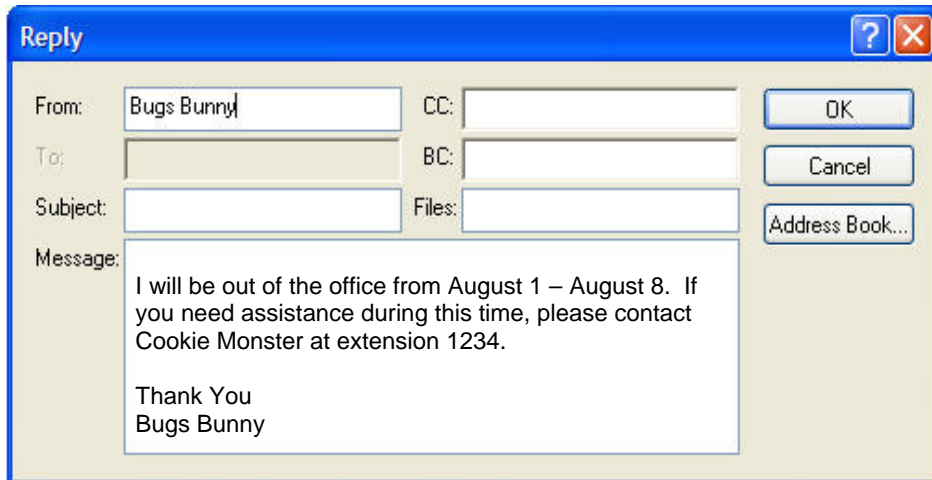
The screenshot shows the 'New Rule' dialog box. It has a 'Rule name:' text field at the top. Below it is a 'When event is' section with a dropdown menu currently set to 'New Item'. To the right of this dropdown are checkboxes for 'And items are: Received', 'Sent', 'Posted', and 'Draft'. Below that is an 'If conditions are (optional)' section with a 'Define Conditions...' button and a text area containing 'Act on all items'. There are also checkboxes for 'Item types: Mail', 'Appointment', 'Task', 'Reminder note', and 'Phone message'. An 'Appointment conflict exists:' dropdown is set to 'Does not matter (Yes or No)'. At the bottom, there is a 'Then actions are' section with 'Add Action', 'Edit Action', and 'Delete Action' buttons, and a large empty text area for actions. 'Save' and 'Cancel' buttons are at the very bottom.

6. Click the *When event is* pop-up list, then click *New Item* (this is the default)
7. Next to *And items are*: make sure to select *Received* (make sure no other item source is selected)
8. Do not make any selections under *Item types*
9. You do not need to make any selections in the *Define Conditions* area
10. Under *Then actions are* area, click *Add Action* button, then click *Reply*

Note: The Reply Dialog Box is displayed, showing Reply to Sender selected (you cannot select Reply to All). If you want your reply to include the sender's original message, select *Include Message Received From Sender* box. Click *OK*

The screenshot shows the 'Reply' dialog box. It has a title bar with a question mark and a close button. Below the title bar is an 'Options' section with two radio buttons: 'Reply to sender' (which is selected) and 'Reply to all (sender and recipients)'. Below the radio buttons is a checkbox labeled 'Include message received from sender'. At the bottom right are 'OK' and 'Cancel' buttons.

11. Type a message, for example:



Reply

From: Bugs Bunny CC:

To: BC:

Subject: Files:

Message:

I will be out of the office from August 1 – August 8. If you need assistance during this time, please contact Cookie Monster at extension 1234.

Thank You
Bugs Bunny

OK
Cancel
Address Book...

12. Click *OK*
13. Click *Save*, verify that the rule has a check mark next to it indicating that it is enabled, then click *Close*

Note: Rules that trigger a reply (such as this vacation rule) keep a record of who a reply has been sent to, and make sure that a reply is sent only once to that user.

If you need assistance, please contact the Help Center at 777-2222.

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