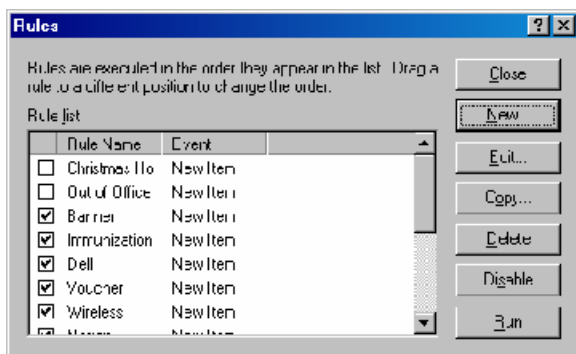




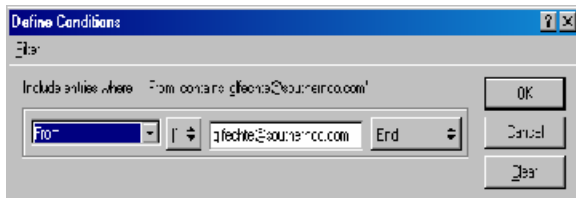
# TechTips

## How do I create a Rule on a specific folder and then link incoming messages to that folder?

1. To create a Rule, click on Tools, Rules from the Main Menu bar within GroupWise.



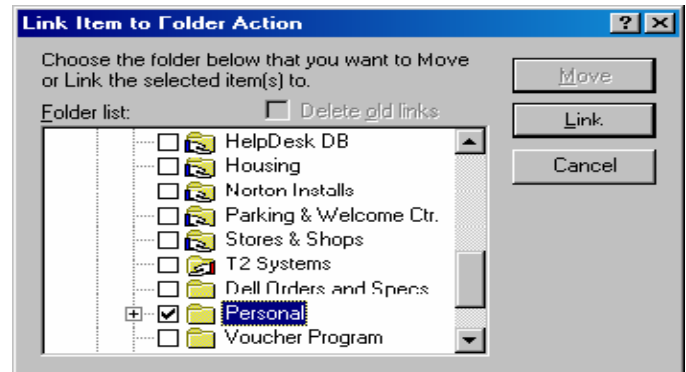
2. Click on the New button and give the Rule a name.
3. Under the Item type click on Mail to select that check box.
4. Under When Event Is, verify that Received is selected.
5. Next, click on the Define Conditions button and determine how you want to set up the system to filter the email messages that you want linked/moved to the specified folder.



6. Click on the down arrows beside each condition to help define the conditions correctly. Click OK.
7. Next, click on the Add Action button.

8. Peruse the drop-down menu and select Link to Folder.
9. Locate the folder that you want to Link your incoming messages to and click on the corresponding check box.

10. Click the Link button.



11. Click Save and Close to complete set up. A copy of related email messages will be placed in this folder from this point forward.