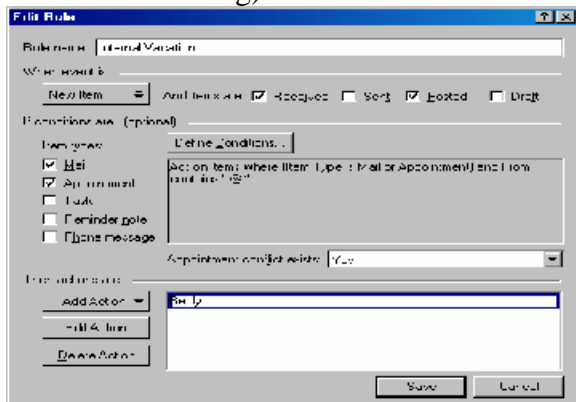




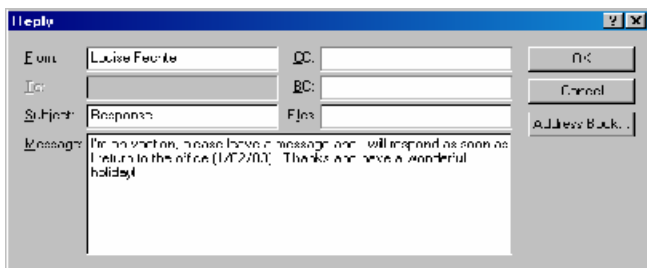
TechTips

How do I create a Vacation Rule for Internal Users Only?

1. Open GroupWise: go to Tools, Rules and New.
2. Name your rule, e.g. Internal Vacation.
3. When event is New Items and items are Received
4. Select Mail/Appointments for Item Types
5. Click on Define Conditions , in the pull down menu select From and in the next pull down selection [x] Does not contain , now enter *@* in the empty field. Select End in the last pull down menu (this is the default setting).



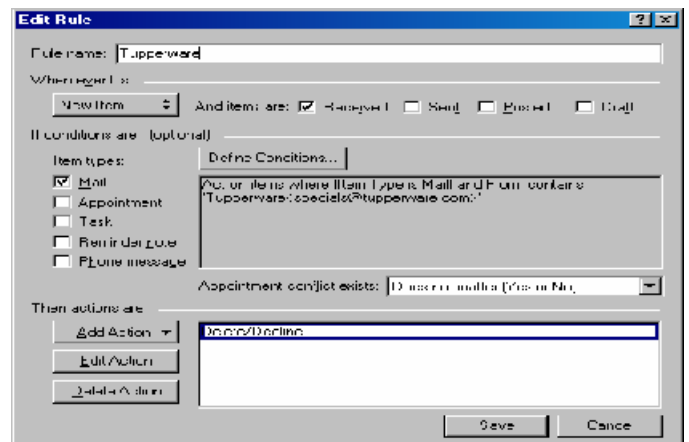
6. Add Action to Reply to sender only and include message response if desired.



7. Click on the Save button and Close Rule.

How do I block some of the incoming SPAM?

1. Create a Rule through Tools, Rules and give it a name.
2. Verify that When Event is: Received is selected.
3. Under Item Types: Verify that Mail is selected.
4. Define Conditions: From whomever, e.g. Tupperware<specials@tupperware.com>.
5. Click on the Add Actions button: Select Delete/Decline. This action will move the incoming mail messages received from Tupperware directly to the Trash folder.



6. Click on the Save button and Close Rule.



TechTips

Auxiliary Services Information Systems

Georgia Southern University

If someone receives the Vacation Rule Message outside the Network, will they get the rule you set up saying you are out of the office?

Answer: Yes. *Unless you have set up some very complicated additions to the rule, like precluding all mail received outside the network.* Anyone who sends you an email will get your Out of Office message.

