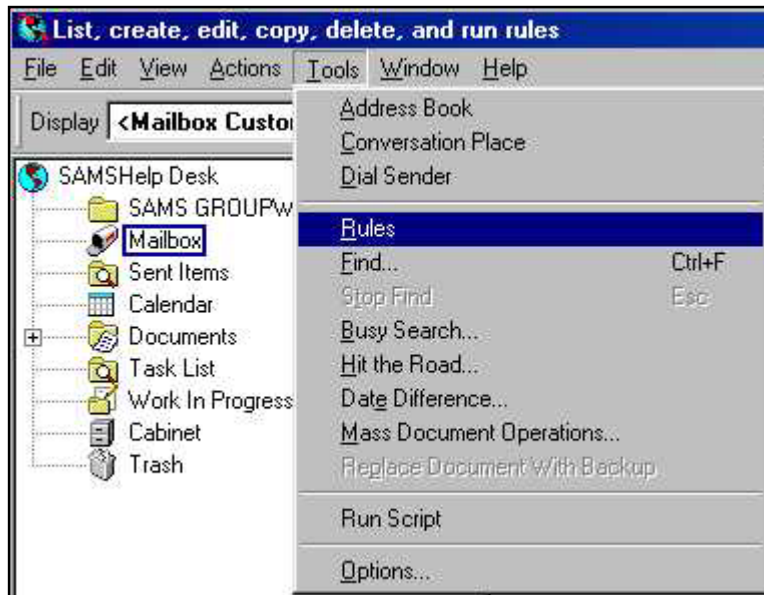
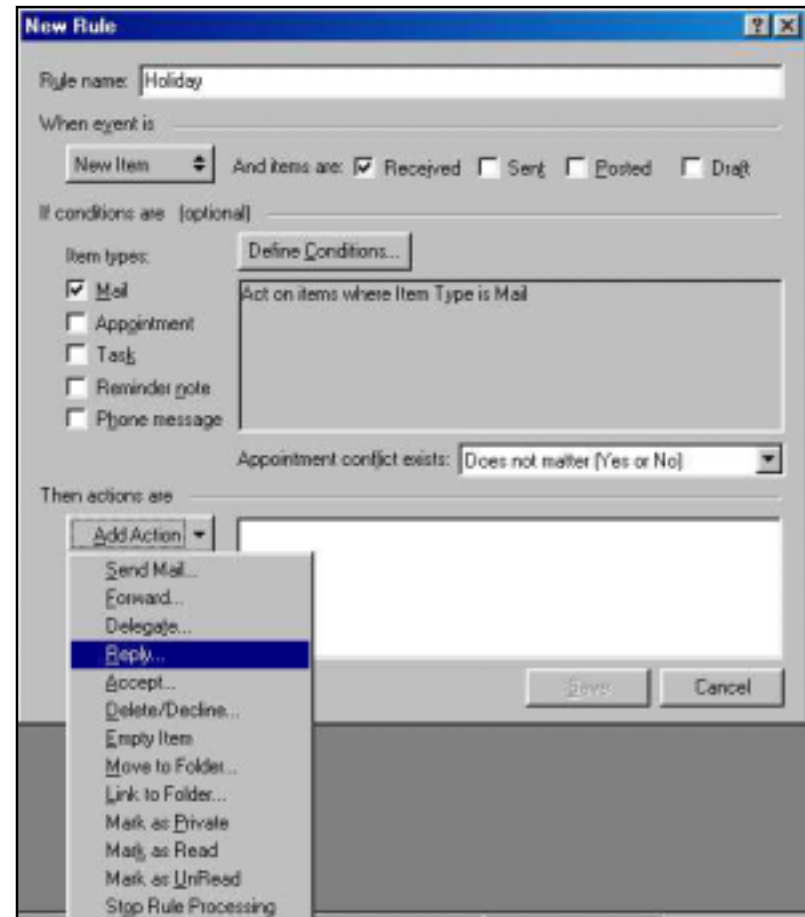


Setting up an automated Holiday reply message

This document assumes that you are familiar with using the GroupWise Client and have basic mouse skills.



1. Open GroupWise and from the **Tools** menu select **Rules**.



3. Choose a name for your rule.

4. Select **Received** from the option **And items are:**.

5. Select the **Item types** options you wish to be acted upon.

6. Choose the **Reply** option from **Add Action**.

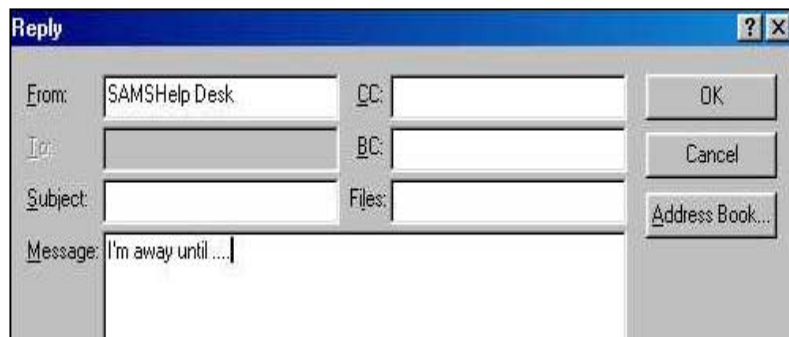


2. At the **Rules** screen select **New**.



Important

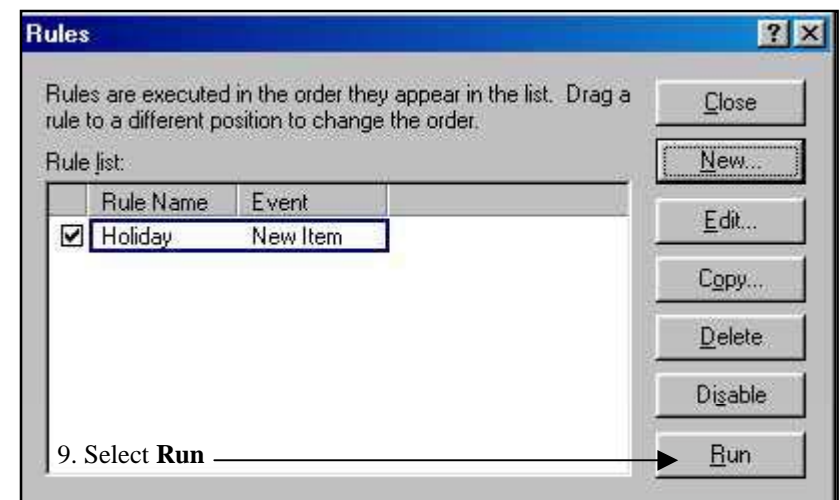
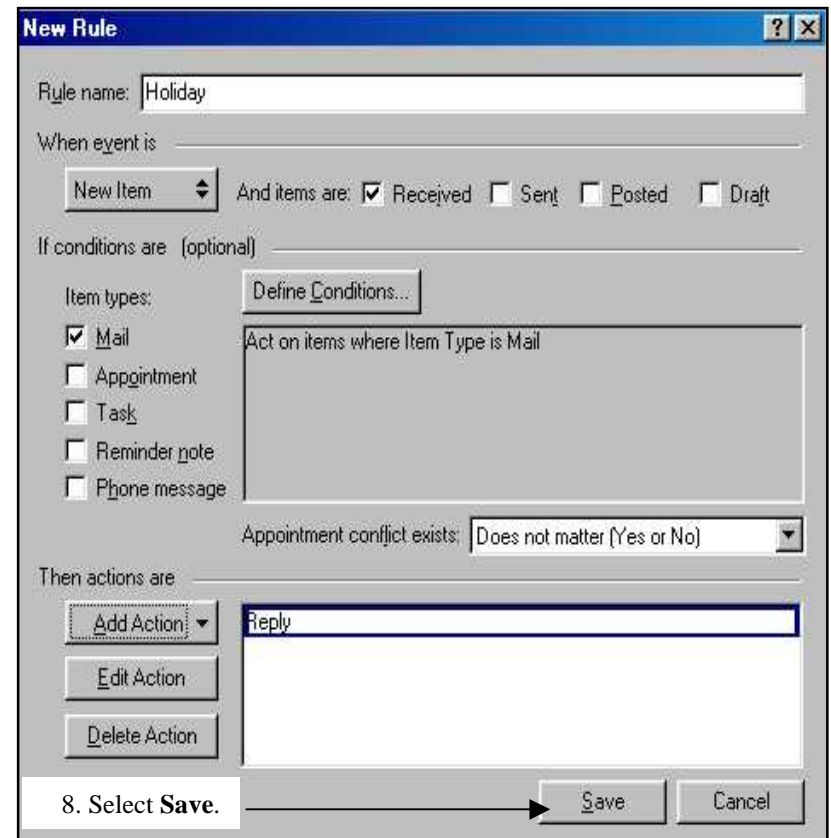
Make sure that you do not select the option Reply to all, as this may create a loop which could crash your mailbox.



7. Type in the message you wish people to receive and select **OK**.

Important

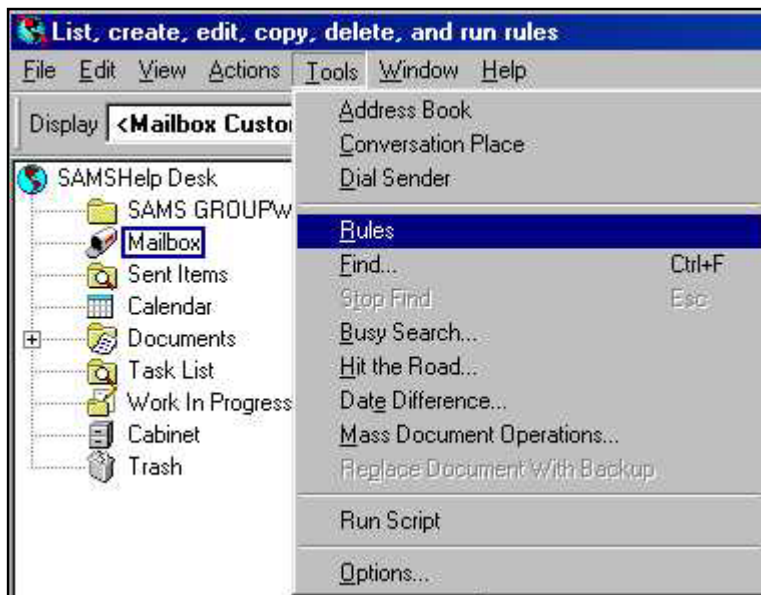
Do not add your own email address in either the CC or BC sections, as this will also generate an email loop.



To test if you have set it correctly, ask a colleague to send you an email and notify you if they receive your automated message. If they do not receive a message, check through these steps to ensure that you have set everything up correctly.



Removing the Automated Holiday reply message on your return.



2. Either uncheck the next to your Rule, or simply highlight the Rule and select **Delete**.

1. Open GroupWise and from the **Tools** menu select **Rules**.