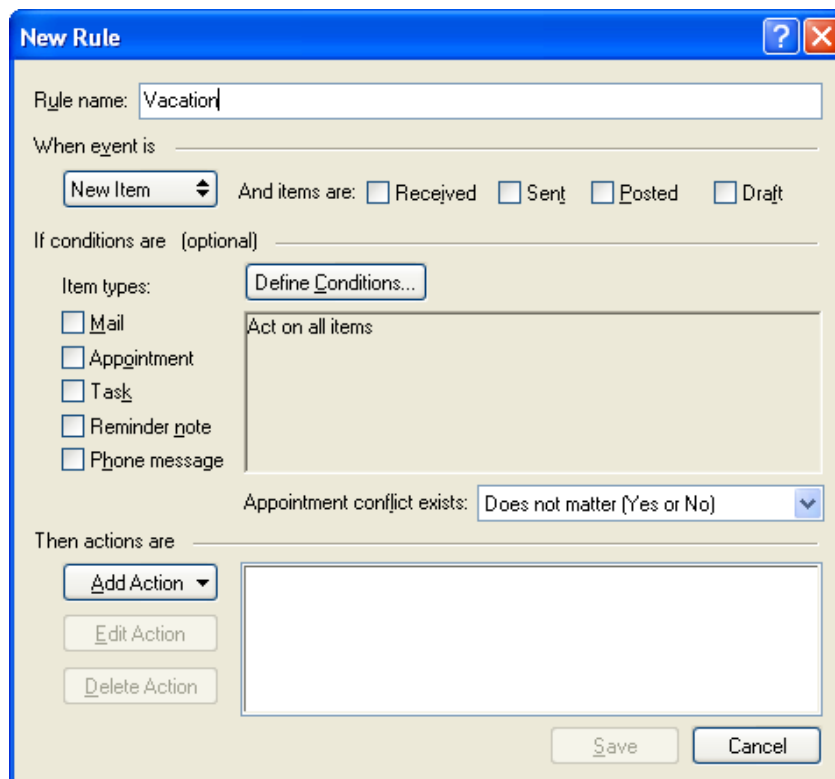
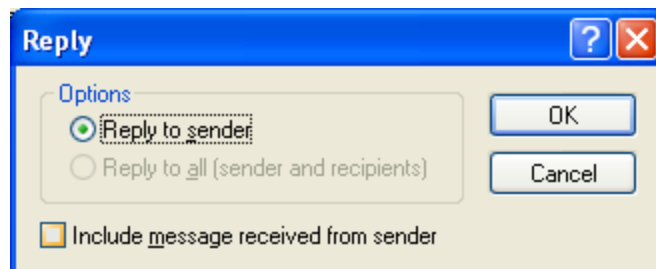


How to Create a Vacation Rule in GroupWise

1. In the GroupWise menu bar, select **Tools>Rules**. Click **New**.
2. Type a name for your new rule. Click **Add Action** – select **Reply**.

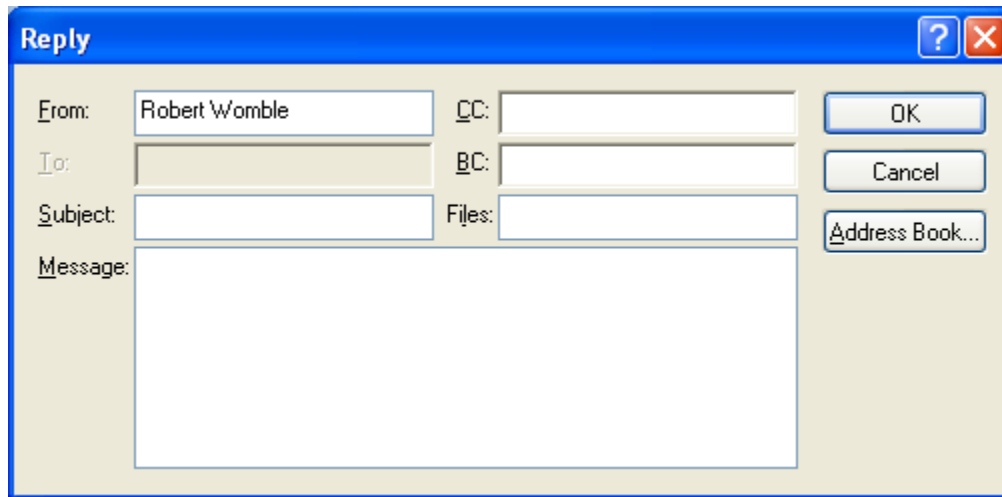


3. In the Reply window, select **OK**.



How to Create a Vacation Rule in GroupWise

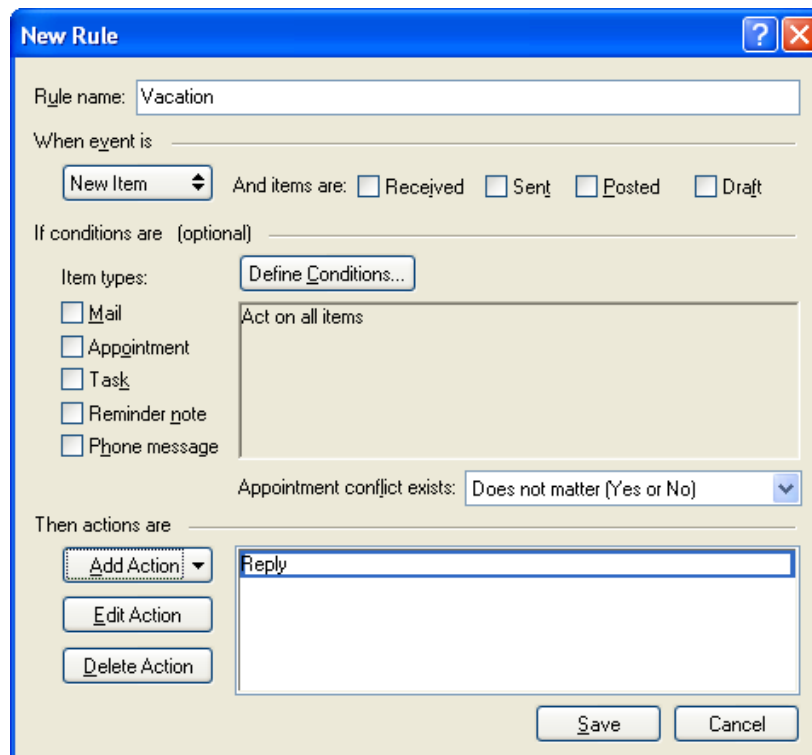
4. Fill in a subject line, and add the message you would like for the reply. Click **OK**.



The 'Reply' dialog box is shown with the following fields and controls:

- From:** Robert Womble
- CC:** (empty)
- To:** (empty)
- BC:** (empty)
- Subject:** (empty)
- Files:** (empty)
- Message:** (empty text area)
- Buttons:** OK, Cancel, Address Book...

5. Click **Save**.

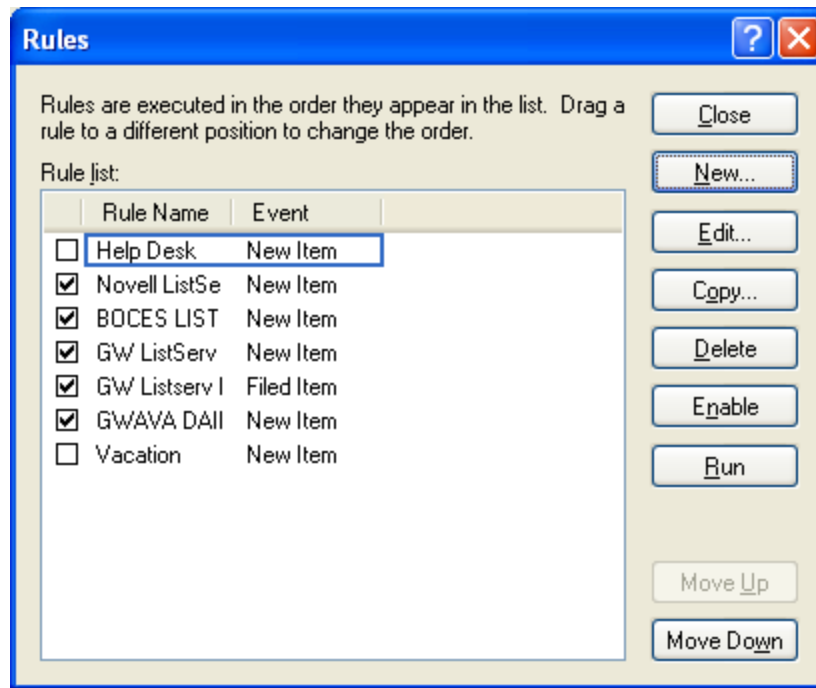


The 'New Rule' dialog box is shown with the following settings:

- Rule name:** Vacation
- When event is:** New Item
- And items are:** Received Sent Posted Draft
- If conditions are (optional):** Define Conditions...
 - Item types:** Mail Appointment Task Reminder note Phone message
 - Act on all items:** (empty text area)
 - Appointment conflict exists:** Does not matter (Yes or No)
- Then actions are:** Add Action: Reply
- Buttons:** Add Action, Edit Action, Delete Action, Save, Cancel

How to Create a Vacation Rule in GroupWise

- By default, the new rule will be active (checked). **Make sure you uncheck the box until you are ready to use the rule!**



- Click **Close**.