

Novell GroupWise 7: WebAccess Creating a Vacation Rule

Creating a rule in GroupWise WebAccess involves fewer steps than creating that same rule in the GroupWise full/network client. GroupWise has also eliminated the most complex steps, so there is less chance of making mistakes with vacation rules. Rules you create in GroupWise WebAccess will also appear in the GroupWise network client.

The URL for the WebAccess client for the general campus GroupWise Server is:

<http://www.mail.und.edu>



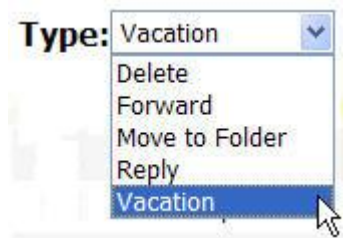
CREATING A RULE

1. Log-in to the WebAccess Client
2. From the GroupWise WebAccess main window, click **Options**
3. Click **Rules**
4. Select the type of rule you want to create: (fewer choices in web client)

Username:

Password:

- **Delete:** moves specified messages to the Trash folder
- **Forward:** forwards specified messages to the recipients you choose
- **Move to Folder:** moves specified messages to the folder of your choice
- **Reply:** generates a reply to specified messages
- **Vacation:** generates a reply to all new messages you receive



Important: The Reply option gives you the choice of replying to the sender only, or to the sender and all other recipients. The Vacation option, on the other hand, can only reply to the sender of the original message. If you go on vacation, be sure to create a Vacation rule, not a Reply rule.

5. Click **Create** to display the Create Rule form
6. Type the name you want to use for the rule
7. Define the condition under which messages should be affected by the rule

Note: If you are creating a Vacation rule, you cannot define a condition. The vacation rule will affect all new messages.

8. Define the actions that you want performed when the rule is applied
9. Click **Save** and **Close**

Note: By default, rules are automatically activated. If you do not want your new rule activated immediately, click the check box next to the rule and then click Save. Remember to activate your rule when you want it to go into affect.

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.