GROUPWISE SIMPLE VACATION REPLY RULE

Should you wish to set up a quick Vacation or Out-of-Office Reply rule, you can do so with the new GroupWise Vacation Rule tool.

1. Go to Tools > click Vacation Rule to open the rule window

2. Enter a topic in the Subject field – this text will appear on the subject line of your reply, after the sender's original subject, per example:

3. Under Message, type the reply that you would like send to correspondents.

4. If you would like the reply to go out to senders outside of our GroupWise system, check the box for 'Reply to External Users'

5. Should you wish to set Start and End Dates for your rule, check the boxes for same and either type in dates or click the calendar icons to select dates.

6. Be sure to check the box at the top of the page for ‘Activate my vacation rule’ just before you leave to turn the rule on.

NOTES:

• When the Vacation Rule is activated with Start and End dates, a posting will be added to your GroupWise calendar for each day included.

• Any Stop Processing Rule that you set up under the optional Tools/Rules will not apply to the rule set up using this separate tool.