GROUPWISE VACATION REPLY RULE

If you would like to establish an automatic Vacation or Out-of-Office Reply email message, **you will actually need to create TWO separate rules in GroupWise**: a Stop Processing Rule to prevent your Vacation Reply responses from going to mailing lists, and then your actual Vacation Reply message.

The Stop Processing Rule must be created from the GroupWise client on a Scripps computer as this particular rule is not available in GroupWise Web Access. You can, however, create a Vacation Reply Rule from GroupWise Web Access—see GW Web Access instructions.

**Note**: When your Vacation Reply rule is activated and you receive email from a sender which generates an automatic reply, that sender’s address will receive only ONE Vacation Reply message from you, regardless of the number of emails they send, until the rule is re-activated.

Create two separate Rules: a Stop Processing Rule, and Vacation Reply Rule, placed at the bottom of Rules list. The Stop Processing Rule can be left activated at all times.

**FIRST RULE: STOP PROCESSING REPLY TO MAILING LISTS**

**Note**: This rule should be created first, and placed just above the Vacation Reply or Out-of-Office Rule (you may have more than one), and both should be at the end of your Rules list.

1. On the Menu bar click Tools > from the pull-down menu select Rules > from the Rules window, click New
2. With the Rule window now open, in the “Rule Name” field, give your new rule a name, e.g. “Stop Vacation Reply” or “Stop Rule Processing”
3. Under “When event is”, select the New Item field from the drop-down box > after “And items are” check the Received box
4. Under “Item types” check the Mail box
Defining Conditions

5. **To prevent a Vacation Reply message from going to the Scripps “–L” lists:**
   a. Click the “Define Conditions” button to open the Define Condition window
   b. Click the drop-down arrow for **FIELD 1** and select “From”
   c. Click the drop-down arrow for **FIELD 2** and select “[ ] Contains”
   d. In **FIELD 3**, type in @lists.scrippscollege.edu
   e. Click the drop-down arrow for **FIELD 4** and select “Or” to add a line for the next entry
   f. Click the drop-down arrow for **FIELD 1** and select “From”
   g. In **FIELD 2**, select “= Matches” to enter an entire email address
   h. In **FIELD 3**, type in announce@scrippscollege.edu
   i. Select “Or” in **FIELD 4** to add another line
   j. Click the drop-down arrow for **FIELD 1** and select “From”
   k. Click the drop-down arrow for **FIELD 2** and select “[ ] Contains”
   l. In **FIELD 3**, type in Footprints to eliminate responses to the IT Helpdesk
   m. Select “Or” in **FIELD 4** to add another line

6. **To prevent a Vacation Reply from going to other email lists**, e.g. off-campus listserves which are always sent using the same “From” address every time:
   a. Select “From” in **FIELD 1**
   b. In **FIELD 2**, select “= Matches” to enter an exact email address, or “[ ] Contains” to enter a partial address
   c. Enter the full or partial name of the From address in **FIELD 3**

7. **To prevent a Vacation Reply from going to a email lists in which senders are different email addresses**, but the Subject line contains a group name or code:
   a. Click the drop-down arrow for **FIELD 1** and select “Subject”
   b. Click the drop-down arrow for **FIELD 2** and select “[ ] Contains”
   c. In **FIELD 3**, type in the group name, e.g. “[nitle-it]” in the image below.

8. When done defining conditions, select End in **FIELD 4** > click OK

9. In the Edit Rule windows, under “Then actions are” click the Add Action button > click Stop Rule Processing in the drop-down box > Click SAVE to save your edits

10. To activate the rule, check the box next to the rule in the Rules window.
For Email List Moderators only:

List Moderators need to create special entries under Define Conditions which contain “nicknames” for lists, to prevent Vacation Replies being automatically generated by these accounts, such as:

- **Faculty** – to prevent replies to Faculty-L
- **Staff** - to prevent replies to Student-L
- **Student** - to prevent replies to Student-L

SECOND RULE: VACATION REPLY

1. Back in the Rules window, click New
2. In the New Rule window, name the Vacation Reply rule in the “Rule name” field
3. Under “When event is”, select the “New Item” field from the drop-down box
4. After “And items are” check the Received box
5. Under “Item types” check Mail
6. Click the Define Conditions button, then:
   a. In the first field, select “To”
   b. In the second field, select “[ ] Contains
   c. In the third field, type in your network username, e.g. tcluster
   d. In the fourth field, select “Or”
   e. Repeat the steps above and create entries for your full email name, e.g. Jane Doe, Jane.Doe, Jane_Doe, and Doe, Jane > click OK
7. Under “Then actions are”:
   a. Click the Add Action button
   b. Select Reply
   c. Select Reply to Sender; click OK
   d. In Subject line, type in a subject, e.g. “Vacation Reply”
   e. Complete your message and click OK
8. Click the Save button to close
9. Be sure the Vacation Rule is at the bottom of the list just below the Stop Processing Rule
IMPORTANT NOTES:

- **Be certain to test your Vacation Reply rules and least one day before leaving for vacation!**

- It is recommended that the Stop Processing Rule remain active at all times; it will only work when you have a Vacation Reply rule activated, so there is no need to turn it off.

- Before you leave for vacation, activate the Vacation rule by checking the box to the left of the name.

- **Be sure to uncheck the Vacation Rule when you return!**

- You can also create a Rule from GW Web access - see GW Web Access Instructions. An active Stop Processing Rule will also apply to this new rule.

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*Please contact Scripps Information Technology at ext. 73406 if you need assistance with creating your Vacation Reply rules.*