FILTER EMAIL TO FOLDER IN GROUPWISE

If you would you like certain email messages to be delivered or ‘filtered’ automatically into a separate folder in GroupWise, rather than your Mailbox, this can be done by creating a ‘Move’ rule.

FILTER DISTRIBUTION LIST EMAIL

1. In your GroupWise Cabinet, create a new folder where you want these messages to be filed.
2. From the Menu Bar > select Tools > Rules > click the New button to open a New Rule window
3. Enter a Rule name
4. Check the Received box so that this will activate the rule when items are received in your mailbox.
5. Under Item Types > check the box for Mail
6. Click the Define Conditions button to open:

   TO BLOCK A DOMAIN NAME:
   a. Click the drop-down arrow for Field 1 and select “From”
   b. Click the drop-down arrow for Field 2 and select “[] Contains”
   c. In Field 3, type in domain name, e.g. @lists.scrippscollege.edu
   d. Click the drop-down arrow for Field 4 and select ’End,’ or select “Or” to add another item

   TO BLOCK AN EMAIL ADDRESS:
   e. Click the drop-down arrow for Field 1 and select “From”
   f. In Field 2, select “= Matches” to enter an entire email address
   g. In Field 3, type in full email address, e.g. announce@scrippscollege.edu
   h. Select “Or” in Field 4 to add another line; or select ‘End’ > click OK

7. Under ‘Then Actions Are’:
   a. click the Add Action button
   b. click Move to Folder
   c. check the box for the correct folder to which the email will be filtered
   d. click Move
   e. click Save to close the New Rule window

8. Back in the Rules window > make sure that the box next to the new rule is checked > click the run button > click Close
AUTOMATICALLY DELETE EMAIL MESSAGES

You can create a Mail Filter rule to automatically delete email messages from a particular email address or domain by moving them into the Trash folder upon receipt.

1. From the Menu Bar > select Tools > Rules > click the New button to open a New Rule window
2. Enter a Rule name
3. Check the Received box so that this will activate the rule when items are received in your mailbox.
4. Under Item Types > check the box for Mail
5. Click the Define Conditions button to open:

TO BLOCK A COMPLETE EMAIL ADDRESS:
   a. Click the drop-down arrow for Field 1 and select “From”
   b. Click the drop-down arrow for Field 2 and select “= Matches”
   c. In Field 3, type in the exact email address for the unwanted sender
   d. Click the drop-down arrow for Field 4 and select “Or” to add a line for the next entry, or select 'End' > click OK

TO BLOCK A DOMAIN NAME:
   e. Click the drop-down arrow for Field 1 and select “From”
   f. In Field 2, select “[ ] Contains”
   g. In Field 3, type in the unique Domain name, e.g. @mail.2011ibisconf.org
   h. In Field 4, select “Or” to add a line for the next entry, or select 'End' > click OK

6. Under ‘Then Actions Are’:
   a. click the Add Action button
   b. click Move to Folder
   c. check the box for the Trash folder
   d. click Move
   e. click Save and close

7. Back in the Rules window > make sure that the box next to the new rule is checked > click the run button > click Close