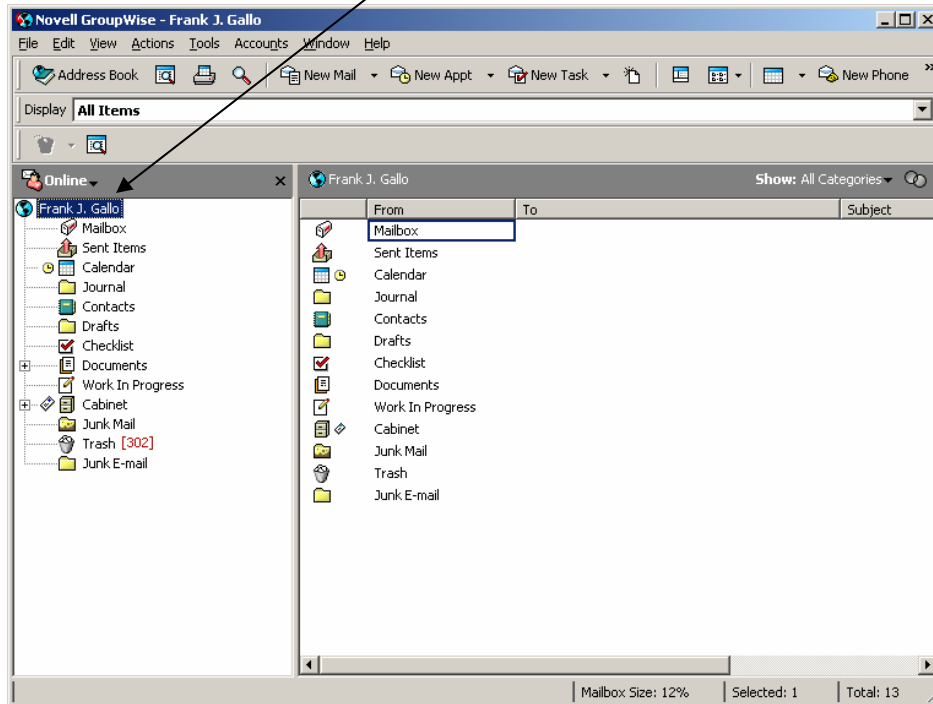
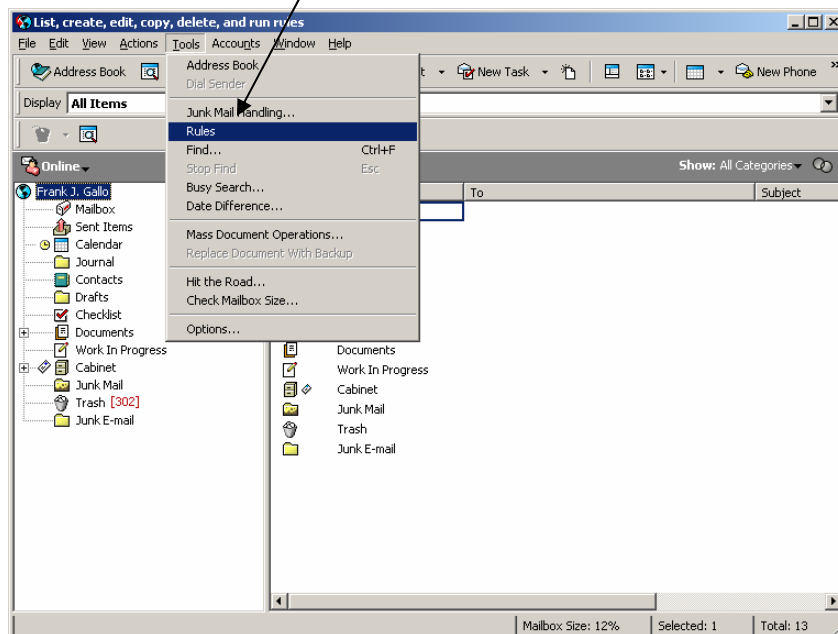


# GroupWise Auto-Reply

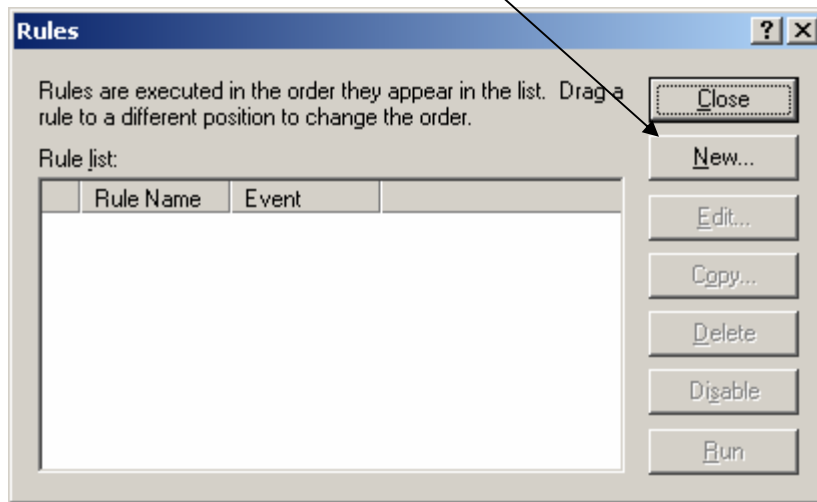
1. To begin first make sure that the picture of the globe with your name next to it is highlighted. Just click on it once to highlight.



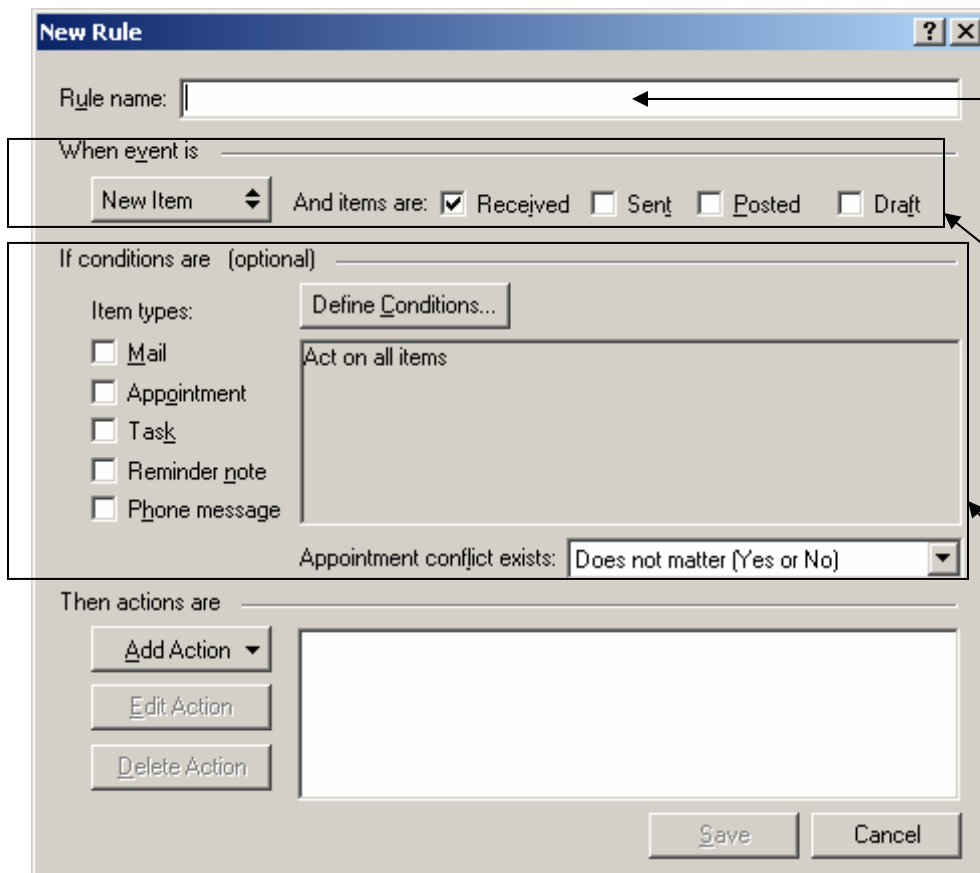
2. Next click once on **T**ools from the Menu Bar near the top of the GroupWise window. From the menu that appears click once on **R**ules.



3. A list of your Rules will now appear. On the right you will notice that you can select **New**. Click this once to create a new Rule.



4. The next window is where you will write the Rule.

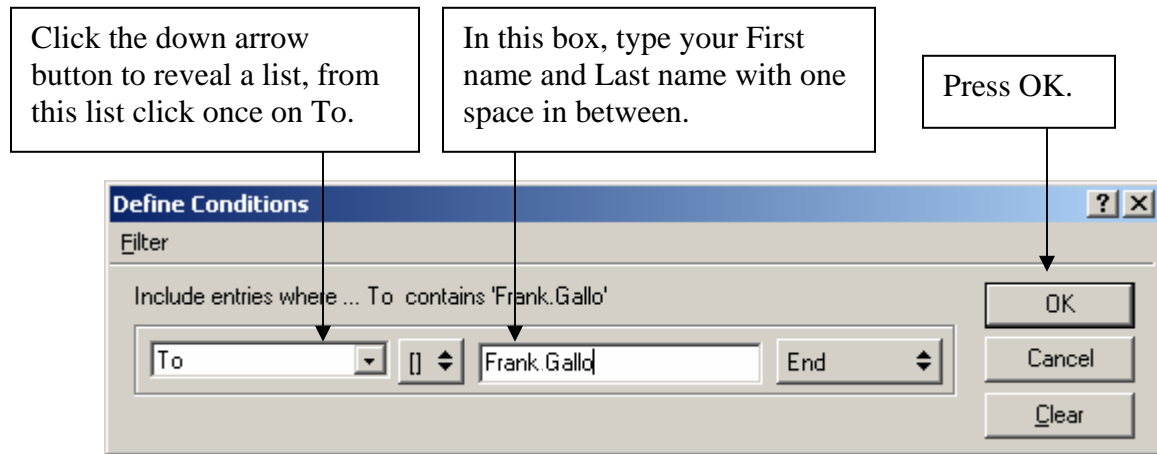


Name the Rule whatever you like. Enter it here.

These settings are selected by default. What this means is that this rule will take effect when something new is delivered.

**Under Item types:** you can leave everything unchecked so that it will Act on those items. Click once on **Define Conditions...** To chose what emails this reply will respond to. Please refer to Step 5.

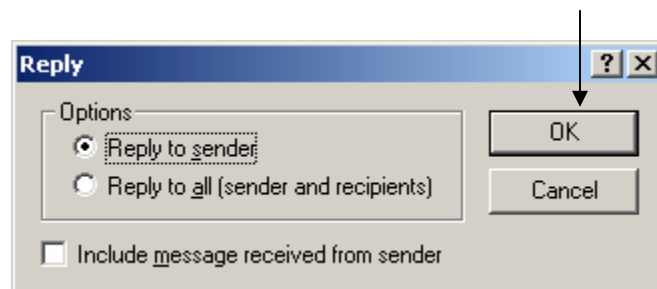
5. After you click **Define Conditions** this window will appear.



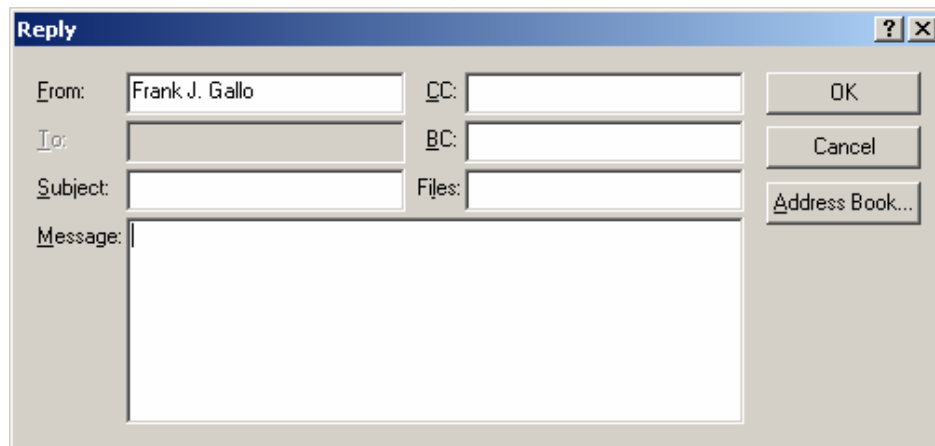
(These settings are to avoid Internet Email loops from List Servs and Distribution Lists)

6. Next, click **Add Action**. From the list that appears, click once on **Reply**.

7. The next window to appear is common to when selecting Reply. **Be sure to have *Reply to sender* checked. Please do not choose a different option.** This is necessary to avoid auto reply responses to all email addresses on a Distribution List or List Serv. Press **OK**.



8. For this window fill in the fields that apply. When you are finished click once on **OK**.



9. This will return you to where you had begun to select options for your Rule. Press Save located at the bottom of the window to store this rule.
10. The final window to appear is the list of Rules. Highlight your Reply rule by clicking on it once and press **RUN**. Make sure there is a check next to it. A window should appear saying “**Rule Execution Complete.**” Press **OK** and then **CLOSE**.

