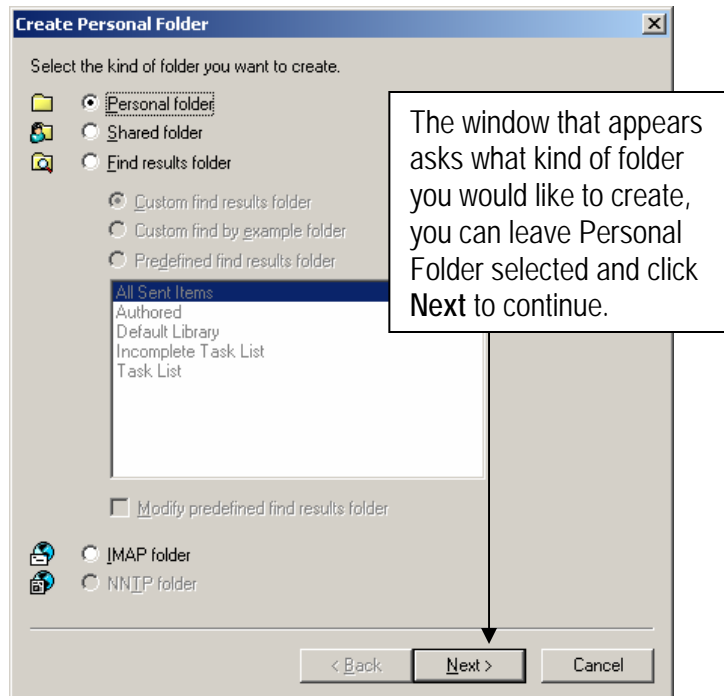
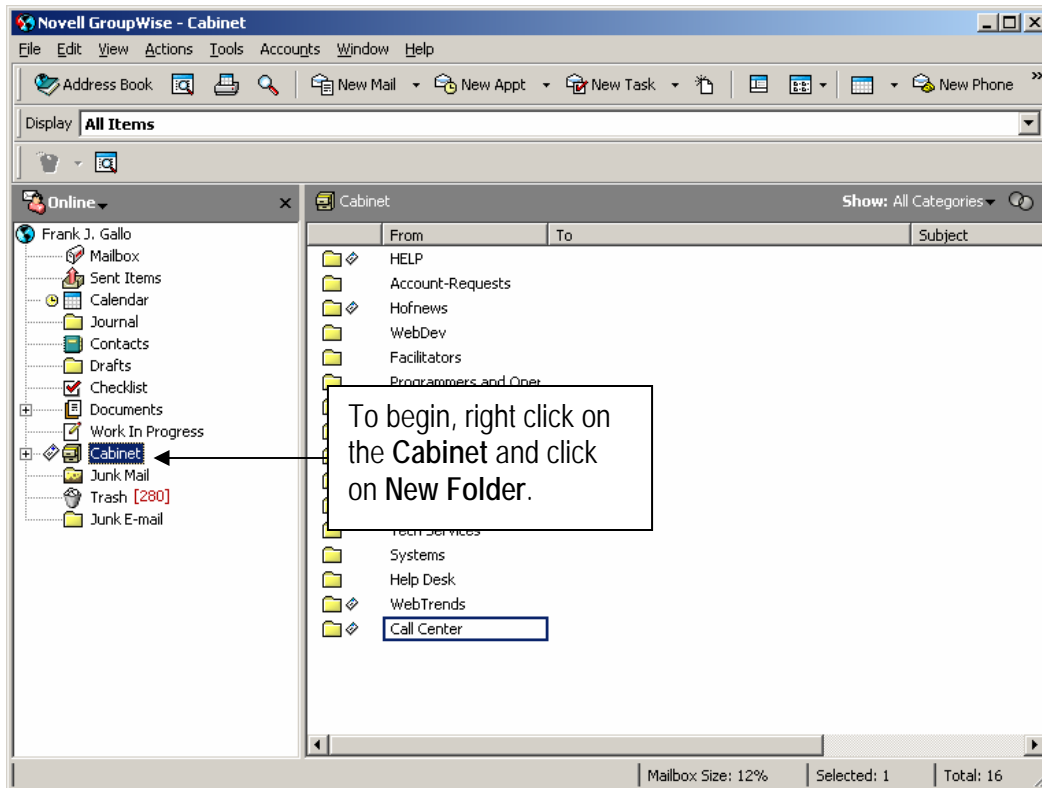


# GroupWise Automatic Message Sorting



**Create Personal Folder**

Name the new folder and set its position in the cabinet.

Name: HofNews

Description:

Position:

- Mailbox
- Sent Items
- Calendar
- Journal
- Contacts
- Drafts
- Checklist
- Documents
- Work In Progress
- Cabinet
- HofNews**

Up  
Down  
Right  
Left

< Back   **Next >**   Cancel

Here we can provide a name for the folder. For this example, we will use HofNews. If you like, you can also type a short description of what the folder will hold.

Using the Up, Down, Right, and Left buttons, you can position where you would like the folder to appear in the cabinet.

Click **Next** to continue.

**Create Personal Folder**

Define the settings for the folder. These can be viewed and modified in the folder's properties dialog.

Setting name: <Hof News Custom Settings>   Save As...   Delete

Description: Display all items in the selected folder.   View by: Details

Sort by: Date

Item source:

- Received    Posted
- Sent    Draft

Item type:

- Mail    Reminder notes
- Appointments    Phone messages
- Tasks    Documents

Hide non-checklist items

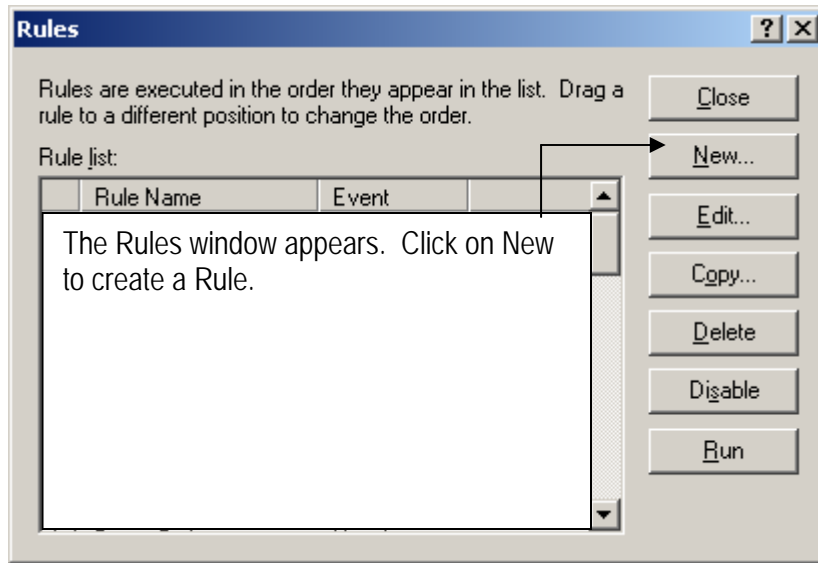
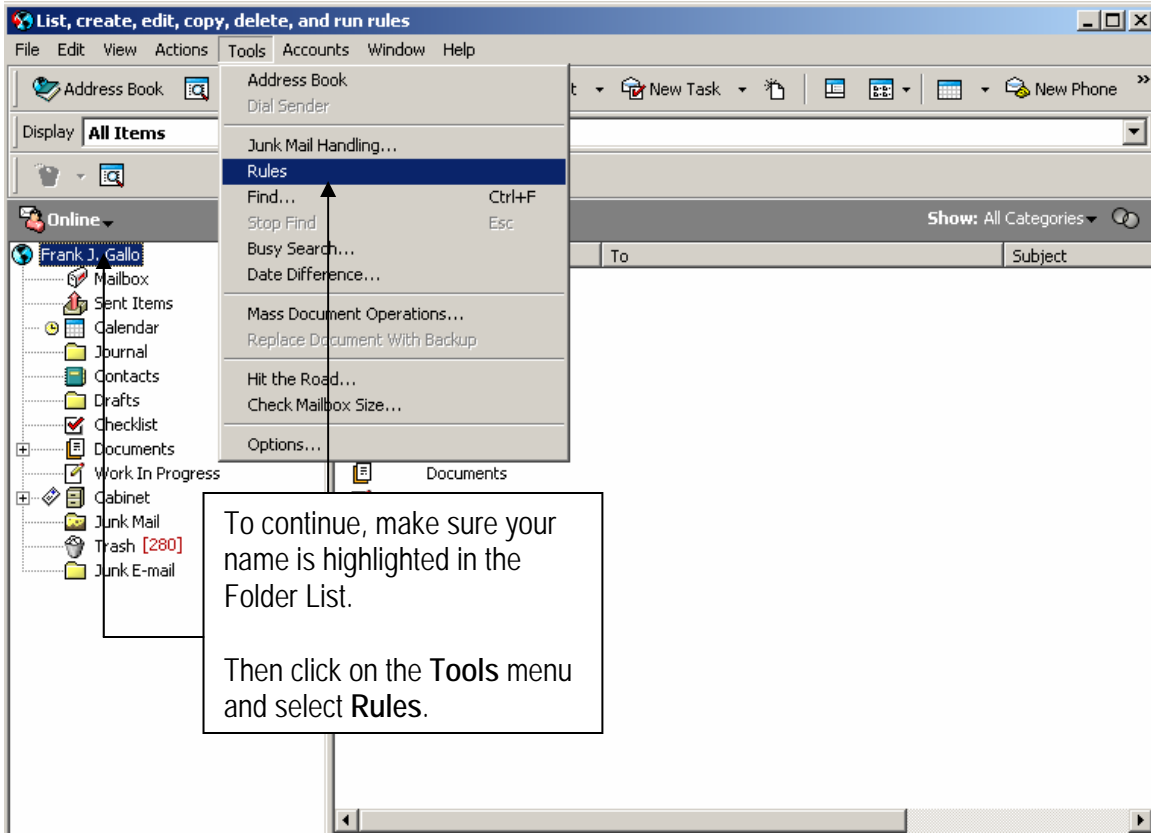
Show QuickViewer

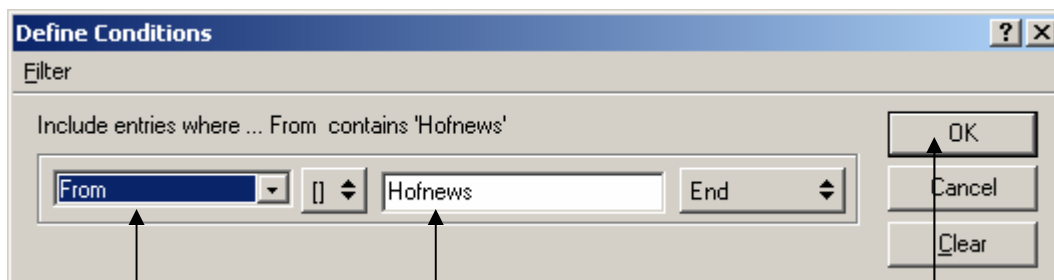
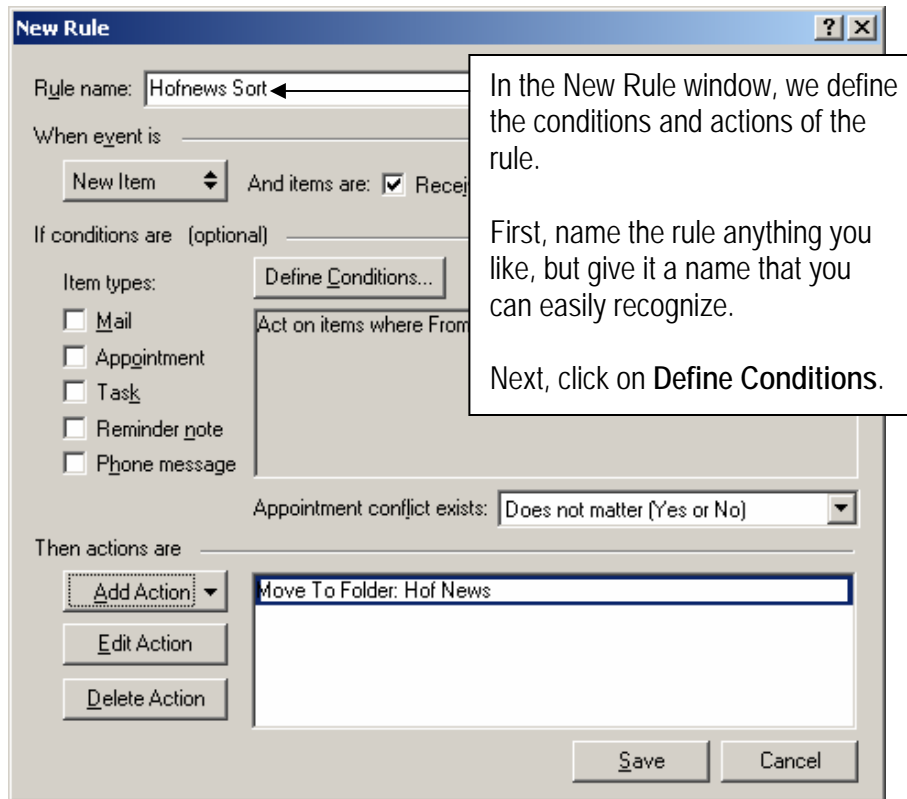
Edit Columns...

< Back   **Finish**   Cancel

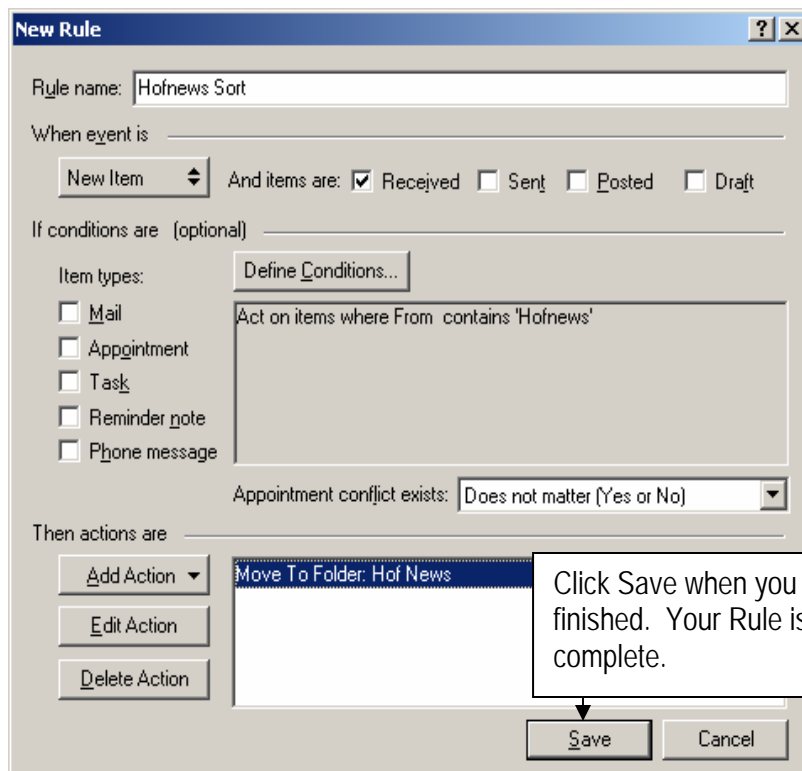
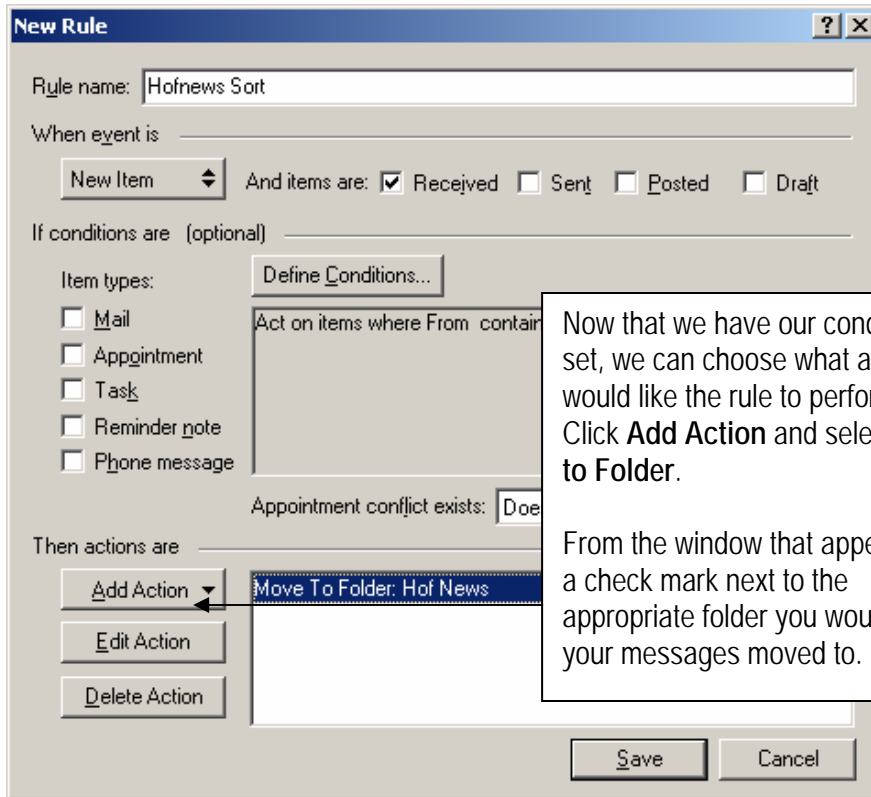
This window controls the settings for the folder. We can leave the default configuration.

Click **Finish**.





In the Define Conditions window we select what needs to happen for this rule to take action. In this case, we would like this rule to activate every time we receive a message from Hofnews. From the menu on the left choose **From** and then type **Hofnews** in the text box to the right. Notice how the sentence above says "include entries where From contains Hofnews." Click **OK** when you are finished.



If you have any questions, please feel free to contact the Help Desk at x3-7777 or off campus at 516-463-7777.

The Help Desk can also be reached via email at [HELP@Hofstra.edu](mailto:HELP@Hofstra.edu).