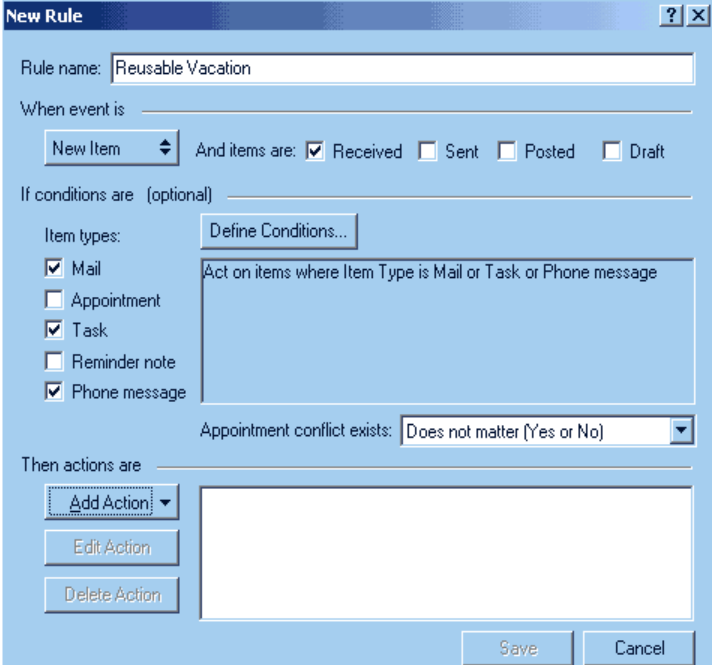# GROUPWISE REUSABLE VACATION RULE

When you set up a "vacation rule" you direct GroupWise to automatically send an "I'm on vacation" message (or other auto-reply message of your choice) to everyone who sends you an e-mail message, task, or appointment while you're away from the office. This reusable vacation rule works only between specified dates so you don't have to worry about turning it off when you return to the office. You can reuse this rule for a different vacation by simply editing the start and end dates and the text of the auto-reply message.
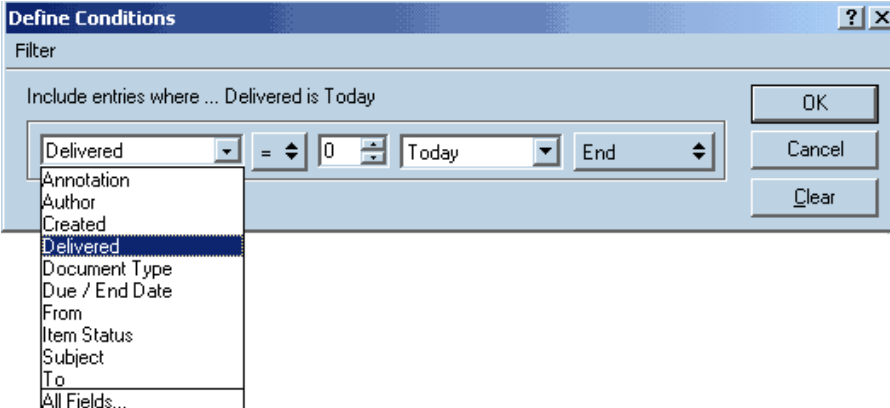
To set up a reusable vacation rule:

1. From your Group Wise toolbar, click Tools, then Rules. The Rules dialogue box appears. Click on New. The New Rules dialogue box appears.
2. Complete the following steps in the New Rules box:

- Enter a name for the rule in the Rule Name field.
- Under **When event is, New Item**, click to select Received.
- Under **Item Types:** select the item to which you want to send an auto-reply.
- Click **Define Conditions** - here you will begin to define the conditions under which your auto-reply will be sent.

3. Click on the down arrow for the drop-down menu on the left side of the first box to display options. Locate **Delivered** from the list and click to select it.
   NOTE: If the Delivered option is not in this list, click on the All Fields option at the end of the list. From the list displayed, click on Delivered and then click OK.

4. Click on ![= up/down arrows]and click to select "On" or "After Date" from the list displayed.

5. In the next box, select the number of days from today that you want your auto-reply to begin. The rule definition is listed at the top of the box. For example, if you want it to begin in three days, enter a 3 in the box. Your definition will read Include entries where ... Delivered is greater than or equal to 3 Days after Today.

6. Click on the last button ![End up/down arrows]. Click to select "And" from the list displayed. This will begin another row. This row will be a lot like the first one, but will define when you want your auto-reply to end.

7. Click on the down arrow for the drop-down menu on the left side of the first box to display options. Click to select "Delivered" from the list displayed.

8. Click on the next button, and click to select "On" or "Before Date" from the list displayed.

9. In the next box, replace the number with the number of days from today that you want your auto-reply to cease (the day you are returning from your vacation). You can edit these days to re-use this rule.

10. Click on the last button on the second row. Click to select "And" to start a third row.

11. In this new row, click to select "To" from the list provided in the first field. Choose "Contains" in the second field, then type your e-mail address in the next field. This ensures that only e-mail sent directly to you, unlike e-mail sent to you by way of list servers and whatnot, will be affected by the rule. This step ensures that your rule will not cause a loop.

12. Once again, click to select "And" in the last field to start a fourth and final row.

13. In the first field, click to select "From" from the list provided. Click "Does Not Contain" in the second field, and in the third field, again, type your e-mail address. This further ensures that this rule won't cause a loop.

14. Click to select "End" in the last field of this last row and click on OK.

15. The New Rule box appears. Locate "Then Actions Are" and click to select "Add Action, Reply". Confirm that "Reply to Sender" is selected and then click OK.

16. Type your "I'm on vacation and you are not" message, then click OK.

17. Click Save, then Close. That's it, you're done.