# How to set up GroupWise Vacation rules:

GroupWise vacation rules are a great way to let people who send you E-mail know that you are out of the office or on vacation. However, if the rule is not created properly, it is possible to inundate the E-mail system with unnecessary messages, unwanted replies and message loops.

The following steps are a suggestion for creating a vacation rule.
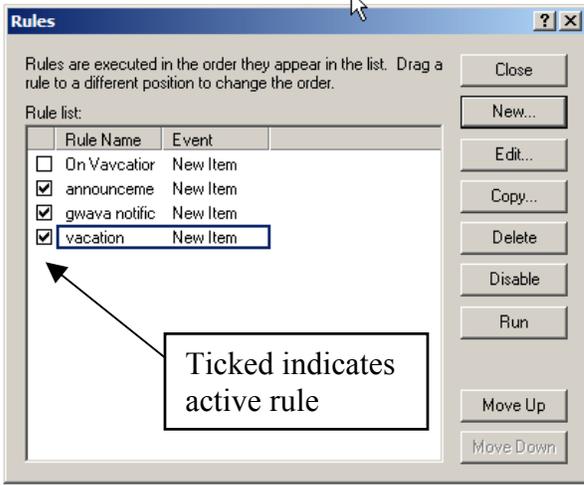
1. From the Tools menu, choose Rules to bring up the Rules dialog box.

2. Choose New to open the Create Rule dialog box.

Ticked indicates active rule

Step 8
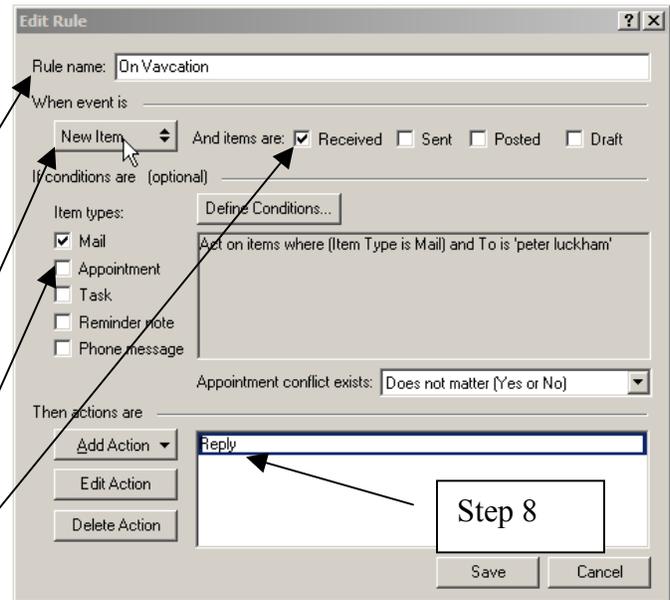
3. Enter Vacation in the Rule Name text box.
4. Choose the Event pop-up list, then choose New Item as the type of event that you want to trigger the rule.
5. Select mail as item type.
6. Select received to indicate the source of the trigger event

Step 7 pull down
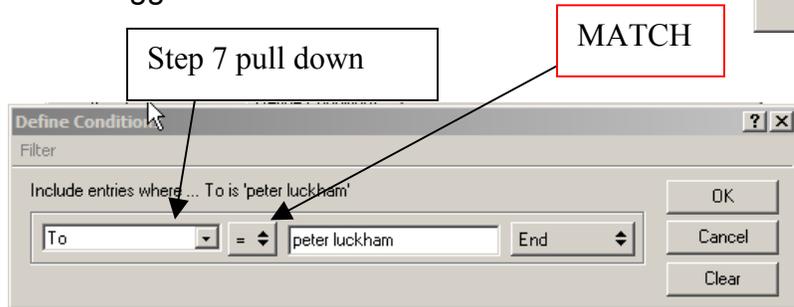
MATCH

7. Click on the define conditions button and define the condition to trigger your reply. Select "To" from the pull down menus , Match and type in your user name ie peter Luckham then select "End" and click Okay. This method will prevent your rule from triggering on group messages, Blind Copies or list server messages.
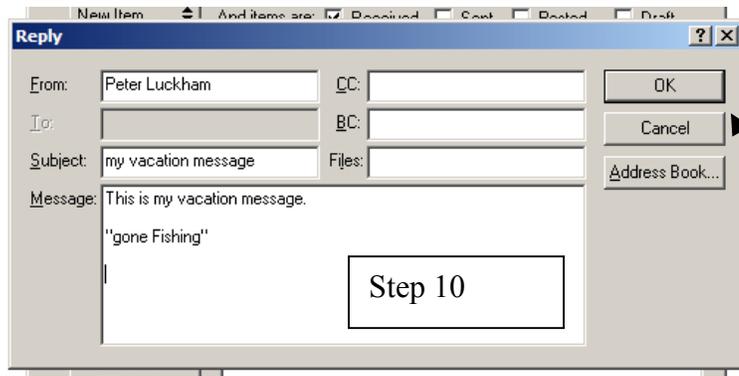
8. Click Add Action, then choose Reply as the action you want the rule to perform.
9. When the Reply dialog box opens, make sure that you are selecting Reply to Sender, not Reply to All, then click OK.
10. Type a message regarding being out of the office or on vacation in the box
11. Choose OK to save the message. Your reply will then be added to the list box.
12. Choose Save to save the changes and close the Edit Rule dialog box.

Step 10

13. Choose Close to close the Rules dialog box.

14. The final thing to do while you are away, is turn off any mail tracking that you may have turned on.

Have a great Holiday !!!!!