

Groupwise: Auto-reply when out of the office

Question: I'm going to be out of the office for a week and I would like my Groupwise to reply to all messages indicating when I will return. How do I do this?

Answer: Open Groupwise and under the Tools menu, select Rules. When the *Rule* window appears, select the "New" button.

A *New Rule* window will appear, as shown below.

Enter a Rule name such as "Away".

Check "Received" and "Mail" as the Item types.

Click on the Add Action button and select "Reply" from the drop-down list.

New Rule [?] [X]

Rule name:

When event is

And items are: Received Sent Posted Draft

If conditions are (optional)

Item types: Mail Appointment Task Reminder note Phone message

Define Conditions...
Act on items where Item Type is Mail

Appointment conflict exists:

Then actions are

A *Reply* window will appear as shown below.

Make sure that you select "Reply to sender" and click on the OK button.

Reply [?] [X]

Options

Reply to sender

Reply to all (sender and recipients)

Include message received from sender

Then enter a subject and the message.
When you are done, click on the OK button.
Then click on the Save button.

The screenshot shows a 'Reply' dialog box with the following fields and content:

- From:** Jo Smith
- Cc:** (empty)
- To:** (empty)
- Bc:** (empty)
- Subject:** Away
- Files:** (empty)
- Message:** I will be away from the office until April 30, 2003,

Buttons on the right: OK, Cancel, Address Book...

Once you have created and saved this *Rule*, you can simply click on TOOLS > RULES in order to disable or (re)enable this rule.