

Recommended Option

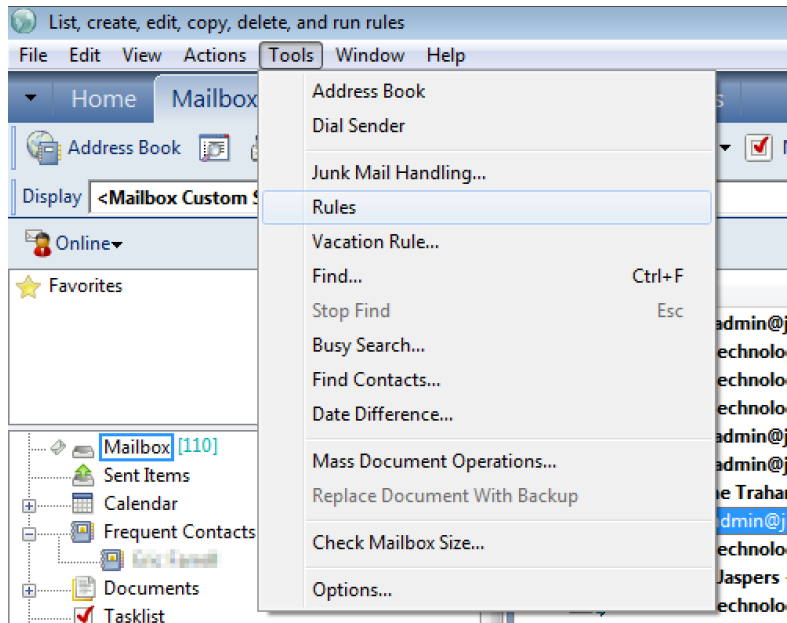
Creating an Auto-Reply Rule in GroupWise

Methods of Creating an Auto-Reply Rule

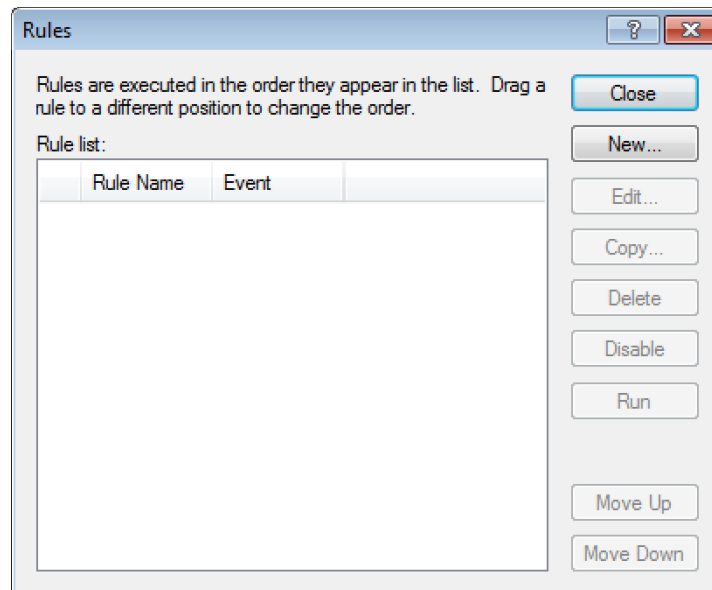
There are two ways to create the rule: Either through WebAccess or the Groupwise client on the desktop. It is only necessary to use one method; both are presented in this document.

Using the Groupwise Client

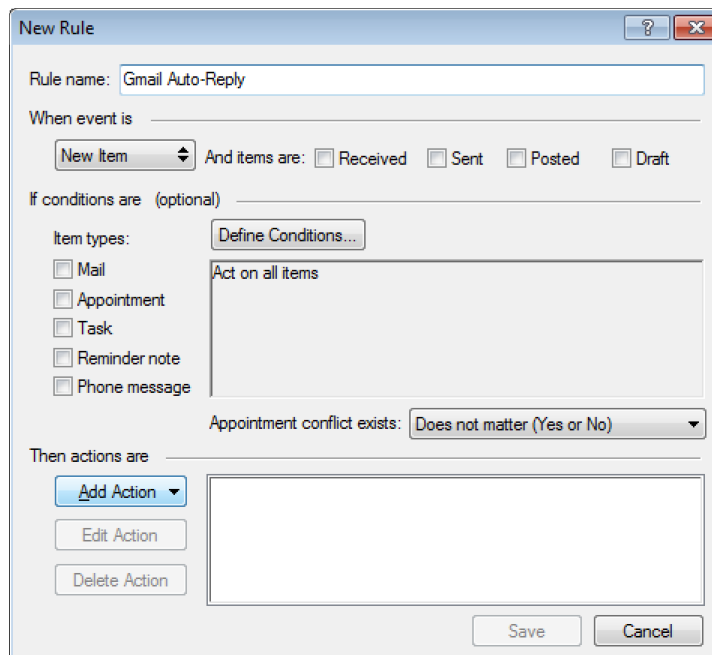
In the client, click on Tools→Rules as shown below.



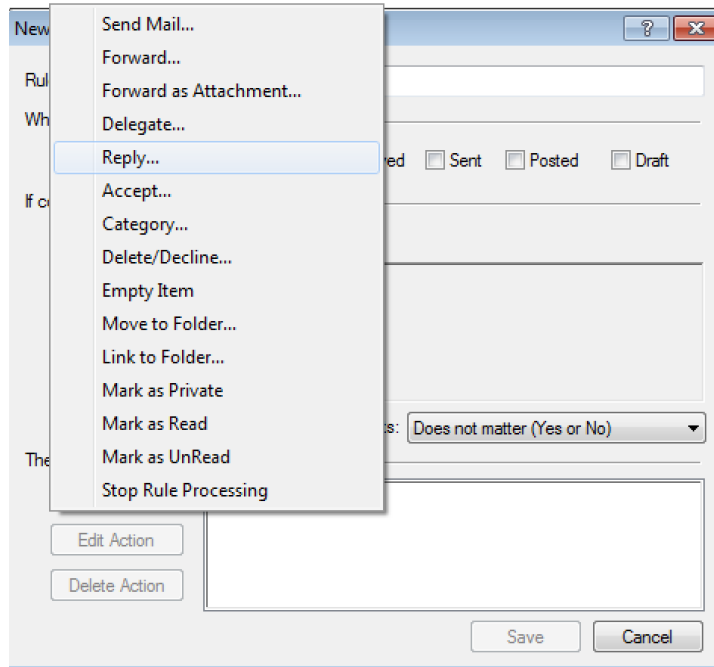
You may have rules already listed.



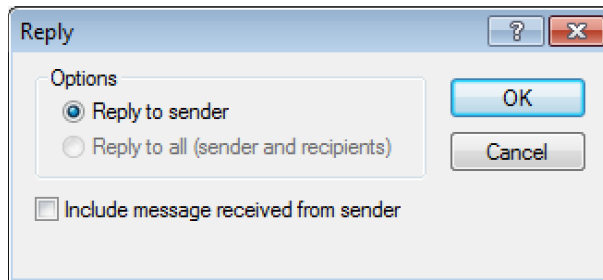
Click on *New*. A new dialog will appear. Give the rule a name, such as *Gmail Auto-Reply*.



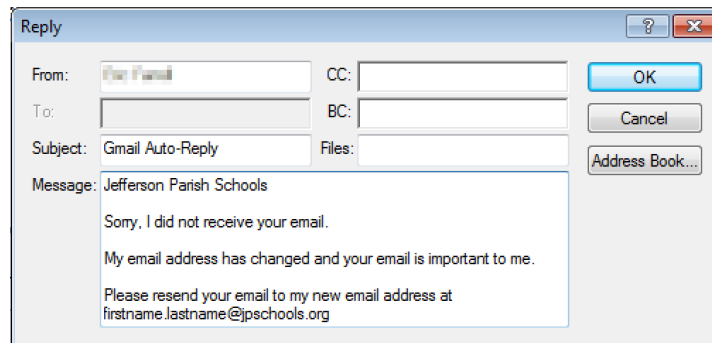
Click on *Add Action*. You will see a menu; click on *Reply*.



In the dialog box, click *OK*.



In this dialog, enter a reply message. A suggested example is given below. When done, click *OK*.



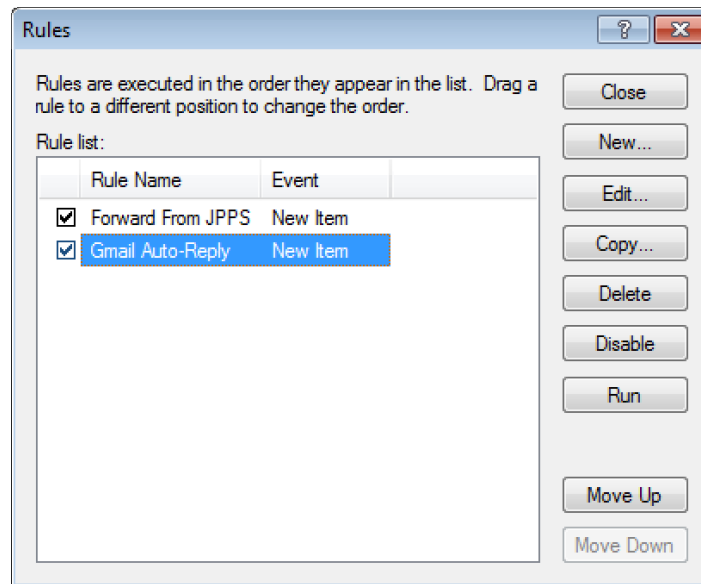
Click *Save* on the next dialog.

The image shows a 'New Rule' dialog box with the following configuration:

- Rule name:** Gmail Auto-Reply
- When event is:** New Item
- And items are:** Received Sent Posted Draft
- If conditions are (optional):** Define Conditions...
 - Item types:** Mail Appointment Task Reminder note Phone message
 - Act on all items**
 - Appointment conflict exists:** Does not matter (Yes or No)
- Then actions are:**
 - Add Action:** Reply
 - Edit Action:** [Button]
 - Delete Action:** [Button]

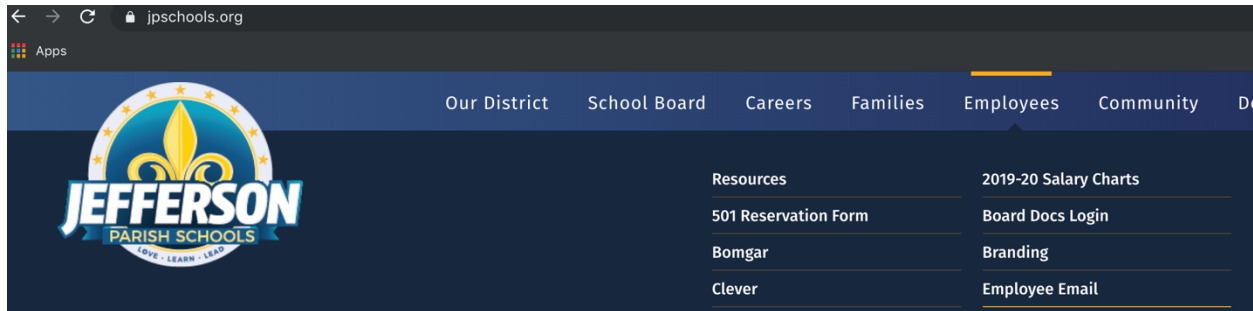
At the bottom right, there are **Save** and **Cancel** buttons. The **Save** button is highlighted in blue.

Click *Close*. Your Groupwise account will now auto-reply to all messages received.



Using WebAccess

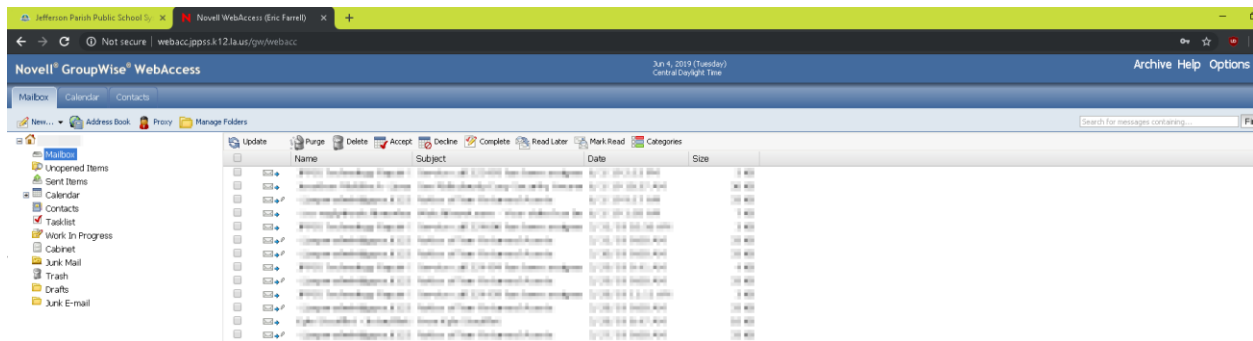
Creating auto-reply rules can also be done with WebAccess. First navigate to <https://jpschools.org> in a browser.



Click on *Employee Email* at the top of the page. Log into your mail.



In the upper right-hand corner, click *Options*.



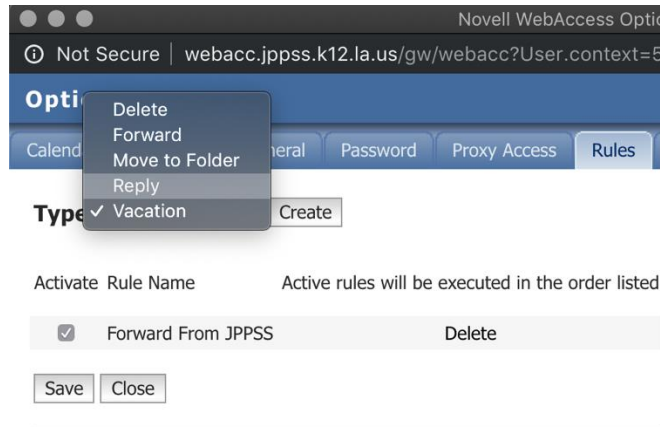
This page will appear.

The screenshot shows a web browser window titled "Novell WebAccess Options - Google Chrome". The address bar shows a URL starting with "webacc.jpss.k12.la.us/gw/webacc?User.context=938961ba63df2b83a79dce17323fe3f2af019&action=...". The page header is "Options" with a red "N" logo. Below the header is a navigation bar with tabs: "Calendar", "Compose", "General", "Password", "Proxy Access", "Rules", "Send Options", and "Time Zone". The "Compose" tab is selected. The main content area is titled "Modify your compose settings". It contains three sections: "Spell Checking" with a checked "Enable auto save" checkbox, an unchecked "Check spelling before send" checkbox, and a "Default language" dropdown set to "English"; "Default Compose View" with radio buttons for "Plain Text" and "HTML", where "HTML" is selected; and "Signature" with a checked "Enable signature" checkbox, a text area containing a signature, and radio buttons for "Automatically add signature" (selected) and "Prompt before adding signature". At the bottom are "Save" and "Close" buttons.

Click on the *Rules* tab.

The screenshot shows the same web browser window, but the "Rules" tab is now selected in the navigation bar. The main content area is titled "Type:" followed by a dropdown menu set to "Vacation" and a "Create" button. Below this are "Save" and "Close" buttons.

Select the dropdown menu and select *Reply*. Click *Create*.



Give the rule a name (such as *Gmail Auto-Reply*). Enter a reply message. A suggested example is given below. When done, click *Save*.

A screenshot of the 'Create Rule - Reply' form in the Novell WebAccess interface. The title bar says 'Novell WebAccess Opt'. The address bar shows 'webacc.jpss.k12.la.us/gw/webacc'. The main heading is 'Create Rule - Reply'. The form contains the following fields and options:

- Rule name:** A text input field containing 'Gmail Auto-Reply'.
- Define Optional Condition:** A section with the text 'Define Optional Condition- If a condition is not defined, this rule will apply to'. Below it, an 'If' dropdown is set to 'All', followed by another dropdown set to 'From', and an empty text input field.
- Define Action:** A section with the text 'Define Action- Define the action you want to occur when this rule is run.' Below it, two radio buttons are present: 'Reply to sender' (which is selected) and 'Reply to all (Sender and Recipients)'.
- Subject:** A text input field containing 'Gmail Auto-Reply'.
- Message:** A large text area containing the following text:

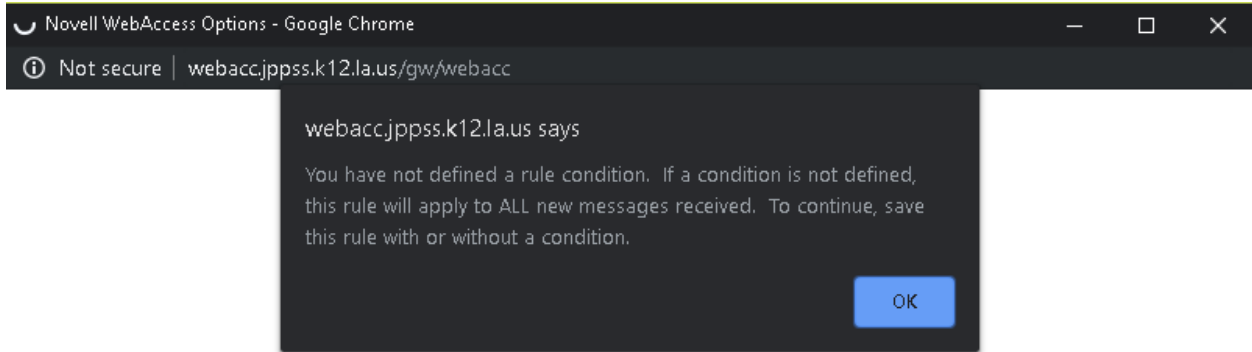
Jefferson Parish Schools

Sorry, I did not receive your email.

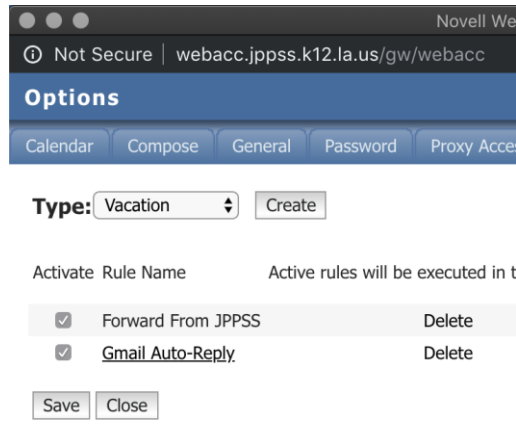
My email address has changed and your email is important to me.

Please resend your email to my new email address at
firstname.lastname@jpschools.org
- At the bottom, there are 'Save' and 'Cancel' buttons.

This message will appear. Ignore it; it is only saying there are no conditions specified, meaning this auto-reply will apply to all emails. That is the intention. Click *OK*. Then click *Save* again.



Finally, click *Save* to save the rule.



The final message indicates the rule is saved. You may close the browser.

