

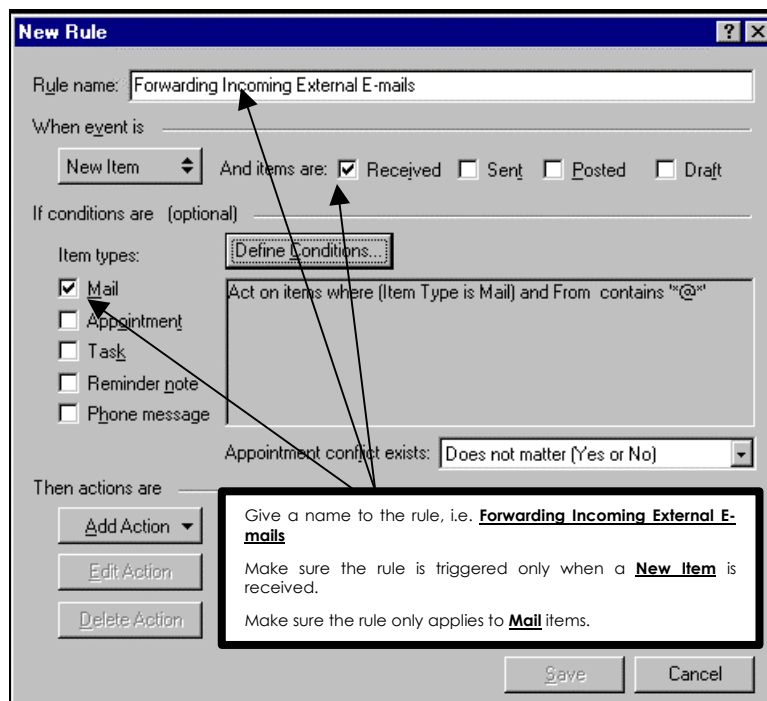
Automatically Forwarding Incoming External E-mails in GroupWise 5.5

One of the major benefits of **GroupWise 5.5** is that it now includes new comparison and "inclusion" operators which make it easier to set up **GroupWise Rules**, and automated processing of incoming external e-mails in particular.

The instructions below guide you through setting up a GroupWise Rule that automatically forwards incoming external e-mails to another e-mail address (internal or external).

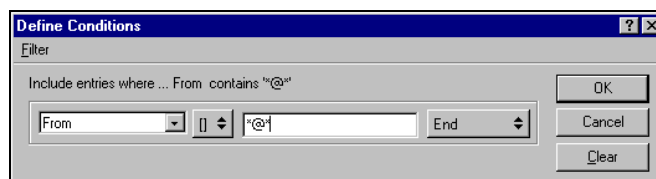
Setting up the Rule

- Open **GroupWise 5.5** and click on **Tools \ Rules \ New**. You will now be prompted with the "Edit Rule" dialogue box as shown below.

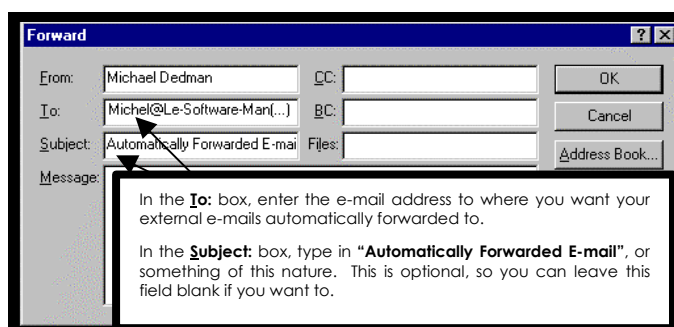


- As shown above, do the following :
 - Give the rule a name, e.g. **“Forwarding Incoming External E-mails”**....
 - Make sure the rule is triggered only for **New Items**.
 - Put a tick against **Received Items**.
 - Put a tick against **Mail** for Item Types.

- Next, click on the **Define Conditions** button to bring up the **“Define Conditions”** dialogue box, as shown below.



- Fill in the box exactly as shown above, namely choosing **From** as the field, **Contains** as the operator, and ***@*** as what the Sender's e-mail address should contain.
- Click on **OK**.
- Next, click on the **Add Action** button.
- Choose **Forward**
- Fill In the **“Forward”** dialogue box as like below :



- Click on **OK**.
- You should now be back at the *"New Rule"* dialogue box and it should look like the one below :

New Rule

Rule name: Forwarding Incoming External E-mails

When event is: New Item

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) and From contains "@"

Appointment conflict exists: Does not matter (Yes or No)

Then actions are:

Add Action: Forward To: Michel@Le-Software-Man.com

Edit Action
Delete Action

Save Cancel

- Click on **SAVE**.
- You have now successfully created a **GroupWise Rule** to automatically forward incoming external e-mails, to the e-mail address specified. This rule is now also enabled, i.e. it is effective immediately.

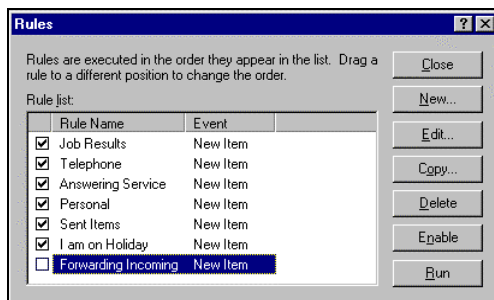
Enabling and Disabling the Rule

Once you have set up the above rule, and have had it work for you during your holiday, you will want to **turn it off** when you come back from holiday, without necessarily deleting it altogether.

Similarly, the next time you go on holiday you will want to **turn it on** again.

Disabling a Rule without deleting it

- Click on **Tools \ Rules**.
- Remove the Tick against the rule that you want to disable, exactly as shown below :



Re-enabling a Rule and editing it too

- Click on **Tools \ Rules**.
- Put a tick against the rule that you want to re-enable.
- That's it, you're done.

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