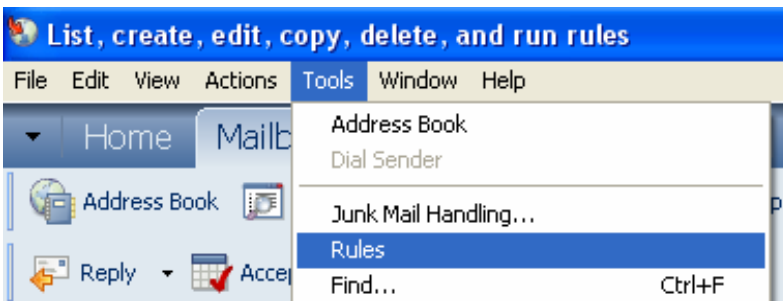




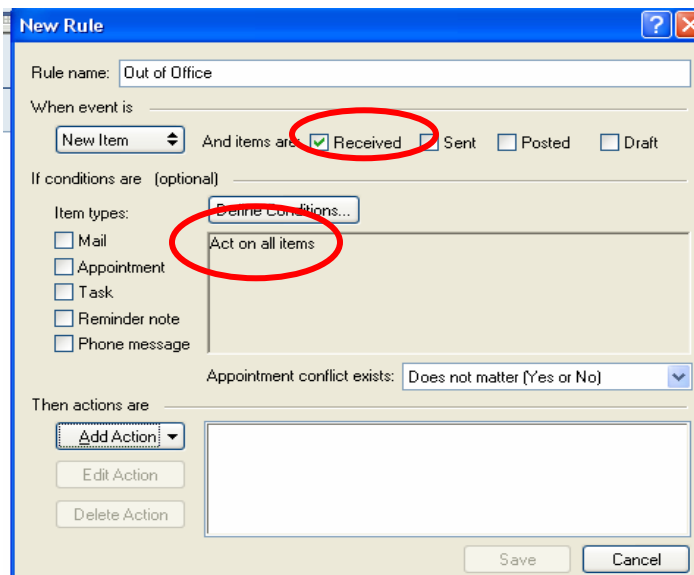
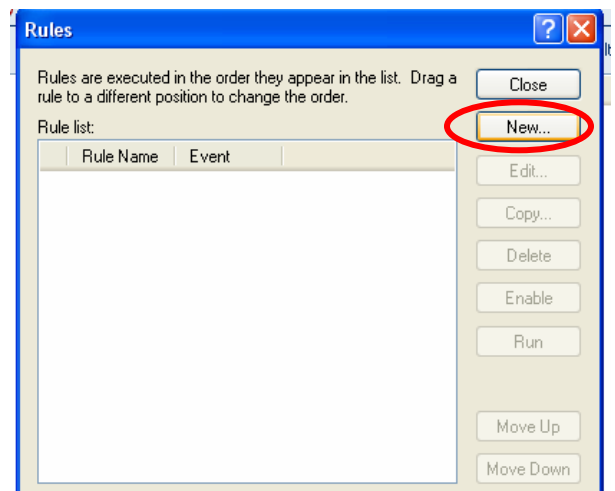
## How do I set up an “Out of Office” reply?

To set up an “Out of Office” or vacation reply, you need to create a rule in Groupwise. Once the rule is configured, it must be turned on prior to leaving the office and must be turned off upon your return.

1. In GroupWise, click Tools/Rules on the Menu bar.

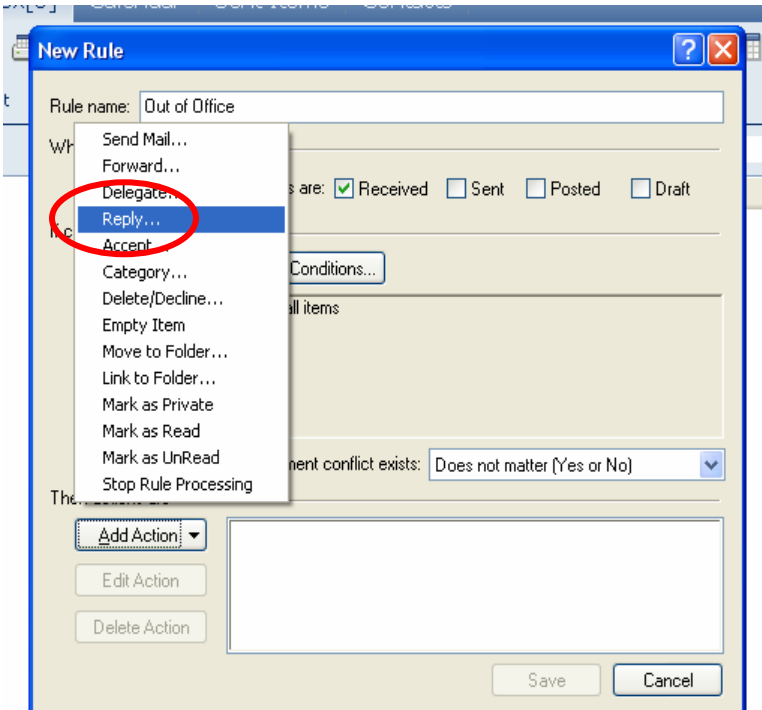


2. In the Rules box, select **New**.
3. In the **Rule Name** box, enter “Out of Office” as the rule name.
4. Under **When event is**, select the **Received** box.
5. Leave the **Item types** blank so that the conditions box reads “Act on all items”.

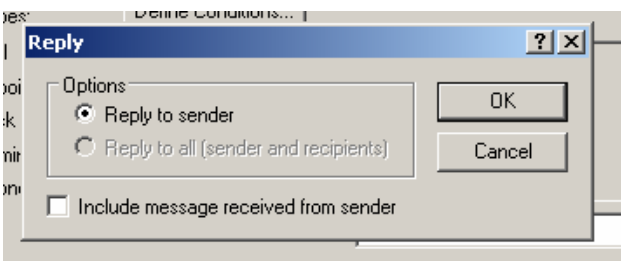




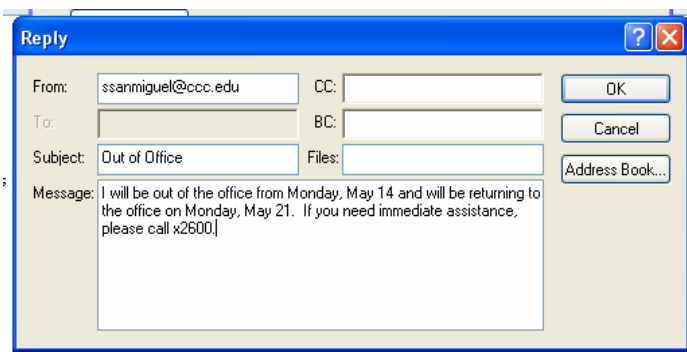
6. Click the **Add Action** drop-down arrow and select **Reply**.



7. Select the **Reply to sender** radio button under **Options**. Then click **OK**.

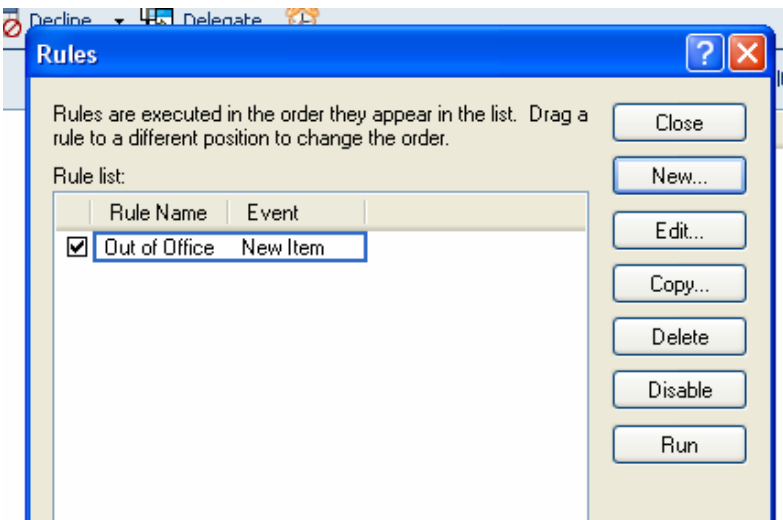


8. Check that your email address is entered in the **From** box.





9. Enter the subject, **Out of Office**.
10. Type a message indicating the dates you are out of the office and when you will be returning.
11. Click **OK**.
12. Click **Save**.
13. Check that the **Out of Office** box is checked to turn the rule on.



14. Click the **Close** button.