

HOW TO SET UP A RULE IN GROUPWISE

You can set up Rules in GroupWise with either the older or the new version of the client. If you set up Rules in the old client, they will still work when the new client is installed.

The instructions in this document will show you how to create a rule that scans the subject line of an email for text you have deemed unfit for existence in your mailbox. In other words, it searches for whatever text you tell it to, and if it finds it, the email is automatically dumped in you Trash and emptied from your Trash.

You use conditional statements in GroupWise Rules to screen your emails. The statement lets you determine what field to look in (we will be using Subject in our example), what condition must be met (begins with, contains, ends with, exact match) and what text to look for using that condition. You can use just one conditional statement or link multiple statements with AND and OR.


Let's use the example of receiving emails touting the low prices you can now purchase Viagra for online. How would you create this rule? Like this:

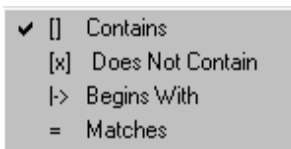
1. In the main GroupWise window, select Tools, Rules from the menu bar.
2. Click on the New... button on the right side of the Rules window. The New Rule window will appear.
3. In the Rule name: field type a name that describes what this rule is for. In this case, something like "Junk Mail 1" would be good. Chances are you'll be creating more as times goes by, that's why I put the 1 at the end.
4. Leave the "When event is" New Item as is, and check the "Received" box after "And items are:"
5. Under "Item types:" leave everything unchecked. This will ensure ALL item types are covered. The Rule screen should look like this now:

The screenshot shows the 'New Rule' dialog box with the following settings:

- Rule name: Junk Mail 1
- When event is: New Item
- And items are: Received, Sent, Posted, Draft
- If conditions are (optional): Define Conditions... button
- Item types: Mail, Appointment, Task, Reminder note, Phone message
- Appointment conflict exists: Does not matter (Yes or No)
- Then actions are: Add Action dropdown, Edit Action button, Delete Action button
- Buttons: Save, Cancel

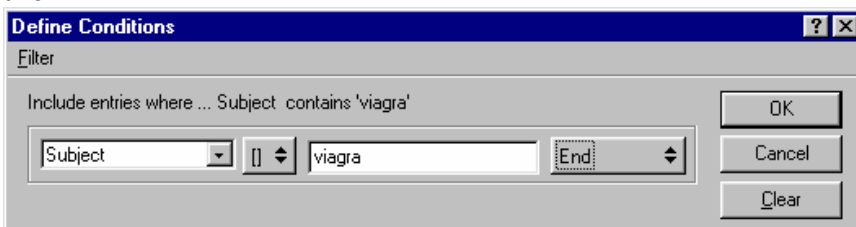
6. Click on the Define Conditions... button.

- In the first drop down box, choose Subject.
- The button you see after subject  means “Contains.” If you click on this button you will see the other choices available:

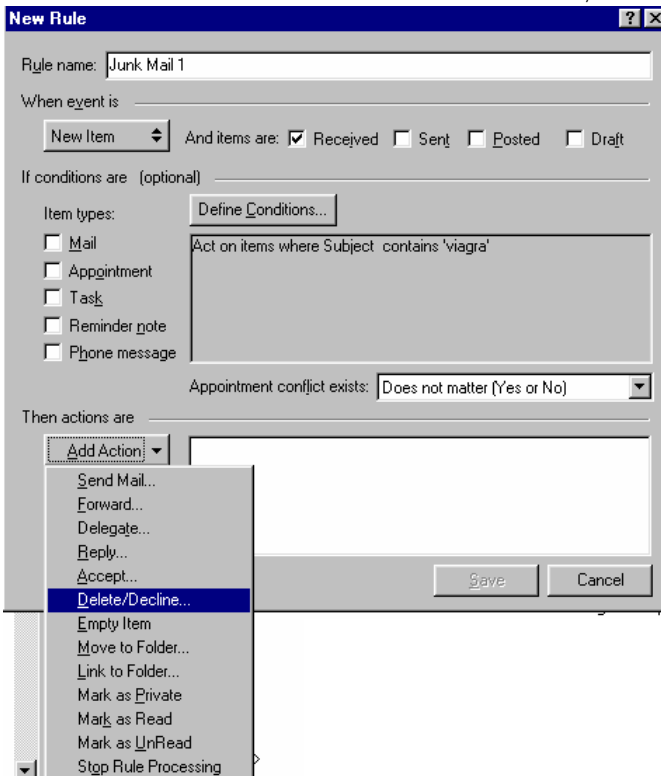


Just choose the one that is appropriate for your rule. In this case, we will accept the default of “Contains.”

- In the next text field you will type in the text you want the rule to look for that means this email is to be Trashed.
- The last button determines what the rule does next. By default, it is “End,” meaning this is the end of this rule. You can choose to include another conditional statement using AND or OR. For our example, we will accept the default of “End.” Your rule conditions should now look something like this:



- Click on the OK button to accept the condition(s) you have defined.
- You should now be back at the New Rule window.
- Next, go to the “Then actions are” section at the bottom of the window.
- Click on the Add Action button and choose Delete/Decline.



- A “Decline with Options” window will appear. Just click on OK.

16. Click on Add Action again and choose Empty Item. Your Rule screen should look something like this now:

The screenshot shows the 'New Rule' dialog box. The 'Rule name' is 'Junk Mail 1'. The 'When event is' section has 'New Item' selected. The 'And items are:' section has 'Received' checked. The 'If conditions are (optional)' section has a text box with 'Act on items where Subject contains \'viagra\''. The 'Appointment conflict exists:' dropdown is set to 'Does not matter (Yes or No)'. The 'Then actions are' section has 'Empty Item' selected in the list box.

17. Click on the Save button.
18. You are now back at the main Rules window, and you should see your defined rule, with a check mark in the box beside it. The check mark means the rule is turned on, and will now run. If you would ever want to stop a rule from running, just uncheck this box – you don't have to delete the rule, just disable it.
19. Click on the Close button. You are done.

You should always test a rule once you have created one. To test this rule:

1. Send an email to yourself with the word "viagra" somewhere in the subject line. Send the email.
2. Wait a few seconds, and then check your Sent Mail folder for the email you just sent. Check the properties of the email (right-click on the email and choose "Properties" from the shortcut menu.)
3. The email should show being Delivered, Deleted and Emptied. That means it was delivered to your mailbox, sent to your Trash, then emptied from your Trash. Notice it doesn't say "Opened." The email was automatically disposed of without you ever seeing it.
4. Now, close the Properties window and enjoy your less-cluttered mailbox.

[To learn how to set up Junk Mail Handling in GroupWise 6.5, click here.](#)