TO CREATE A GROUPWISE VACATION RULE:

To create a rule to let others know you are "Out of the Office you will have to create a "Vacation Rule". The easiest way to do this is through the Web Access and not through the GroupWise Client icon on your desktop. **Remember, when you return, "Deactivate" the rule or "Delete" the rule** (instructions listed below).
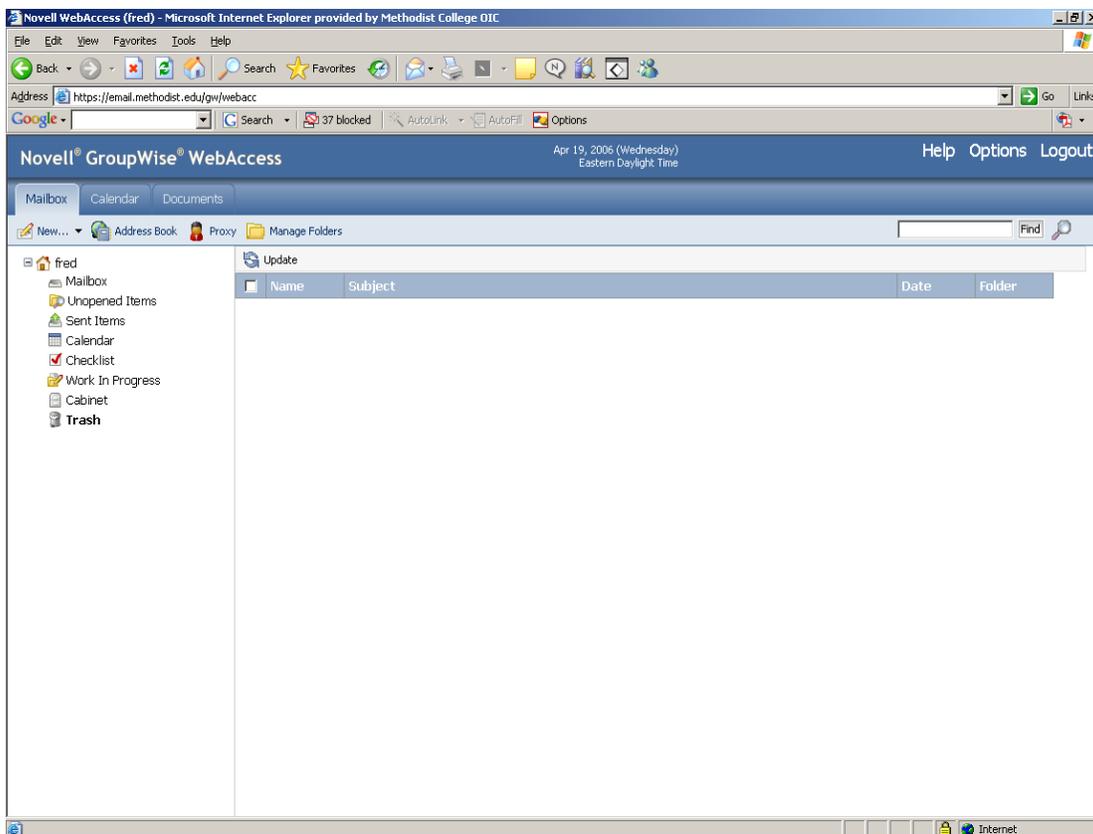
<u>Starting GroupWise Web Access:</u>
From your web browser: go to:

1. From your web browser type in: https://webmail.methodist.edu/gw/webacc
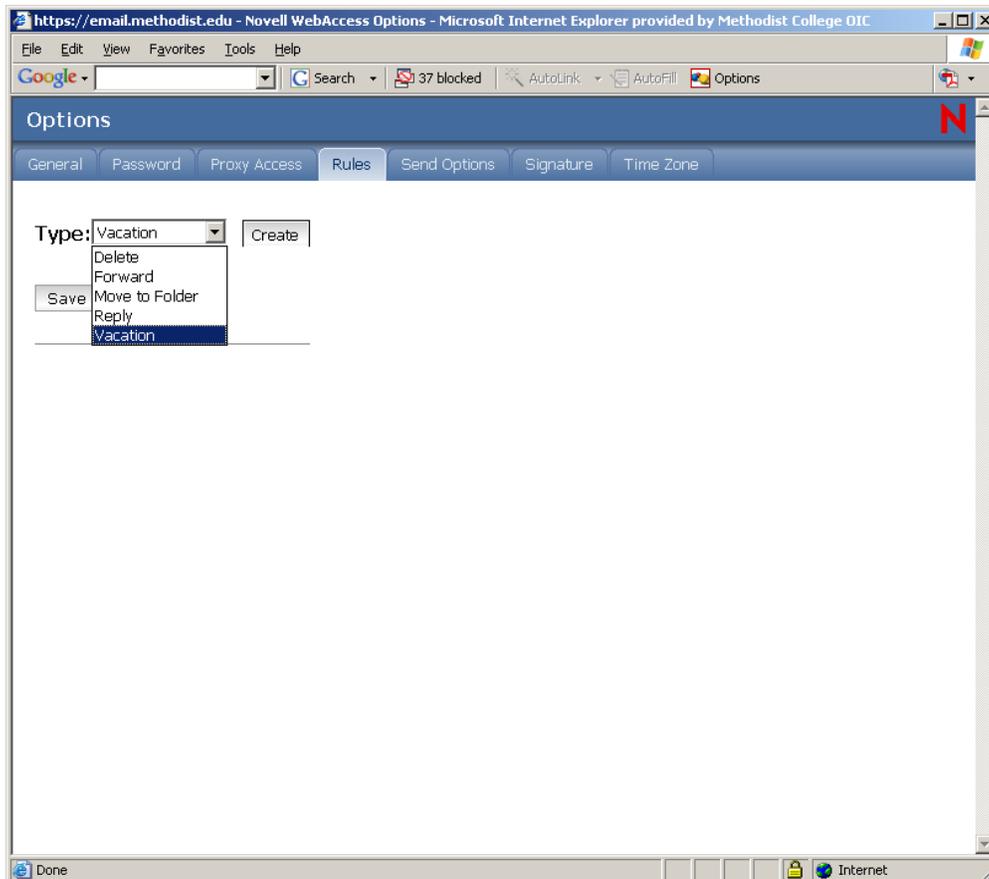2. At the Login screen you will need to put in your username and password, and click Login

3. Your mailbox will be displayed on the web. Click the **"Options"** tab at the top right of the page.
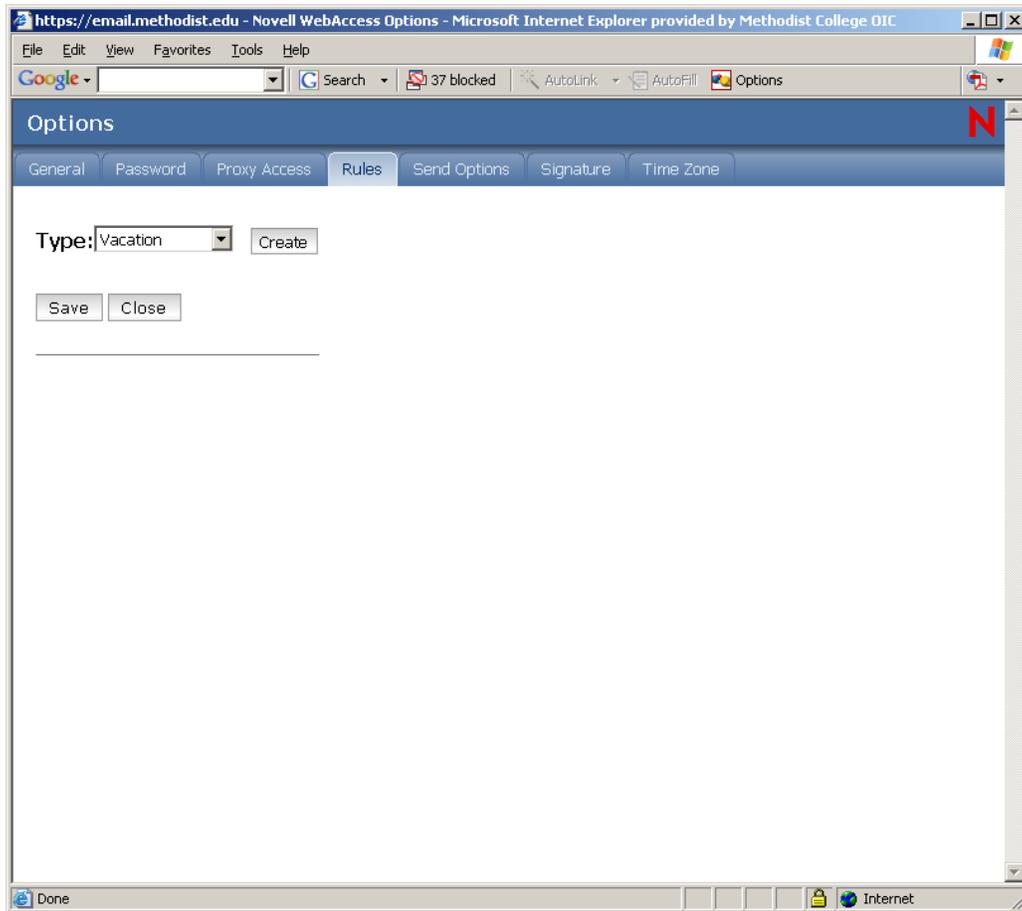
4. There are several tabs at the top of the page, click on the **"Rules"** tab.
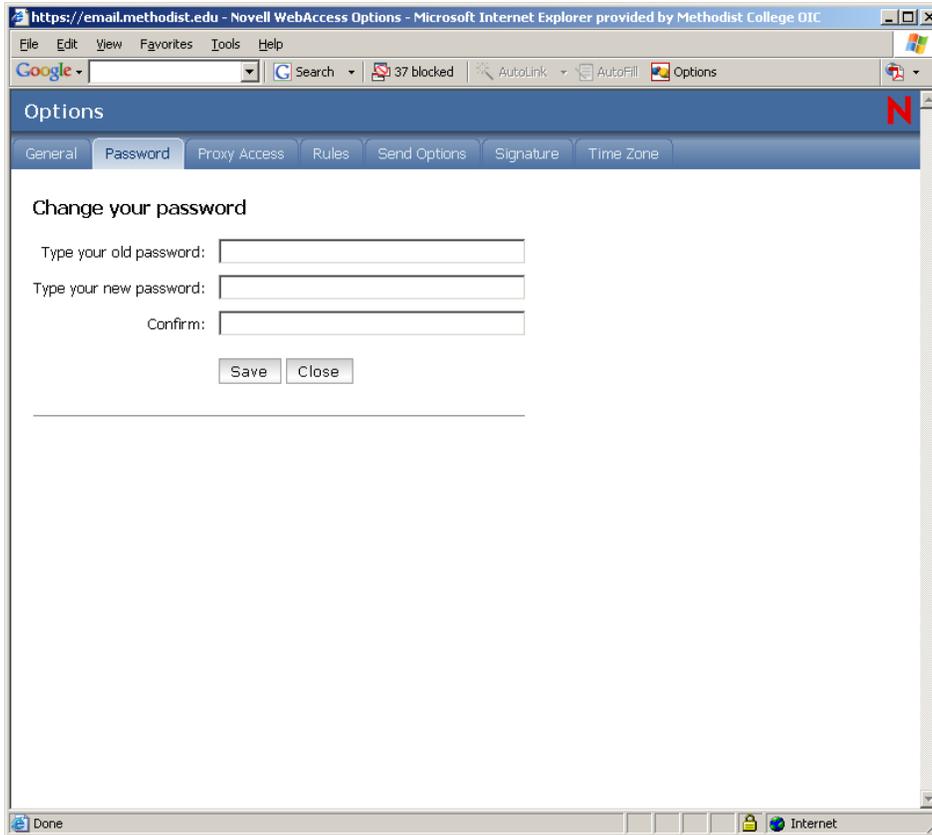
5. From the **"Type"** menu, click on the arrow and highlight **"Vacation"**.

6. Click the **"Create"** button to start creating your *"Vacation rule"*.


7. In the **"Rule name"** box, type a "Rule name", whatever you wish. In the **"Subject"** box, type a "Subject", whatever you wish. In the **"Message"** box, type a "Message" you want the senders of email to know. Click **"Save"**. (Note: you will have to click "Save" again in the next step). *The first "Save" only Creates the Rule. The second "Save" activates the rule.*
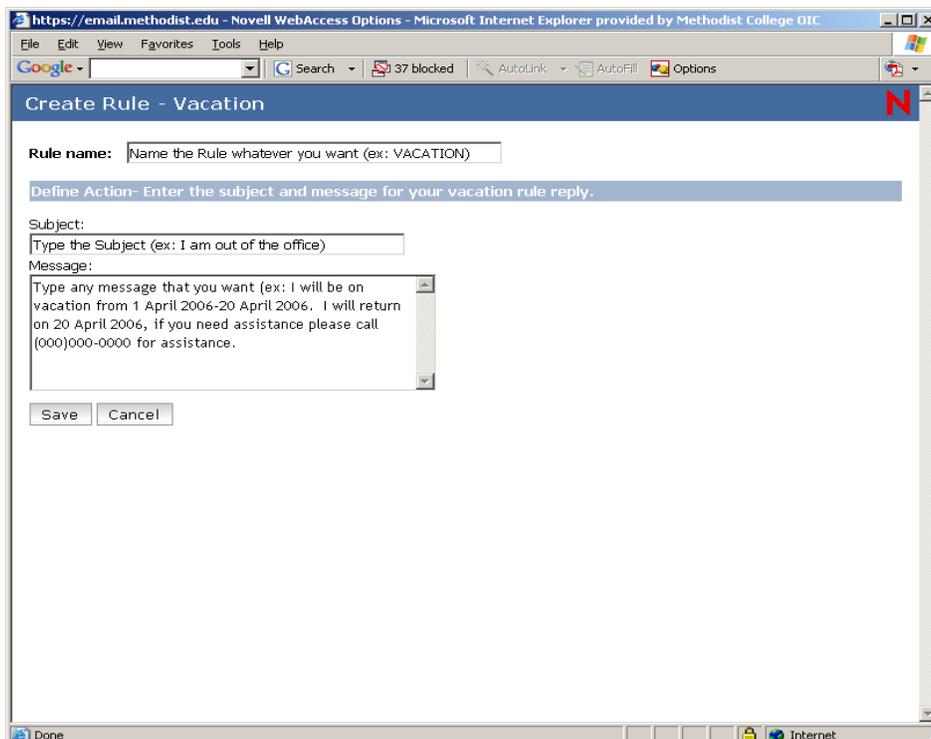
8. You must click **"Save"** a second time to **Activate** your rule; otherwise the rule will not work.
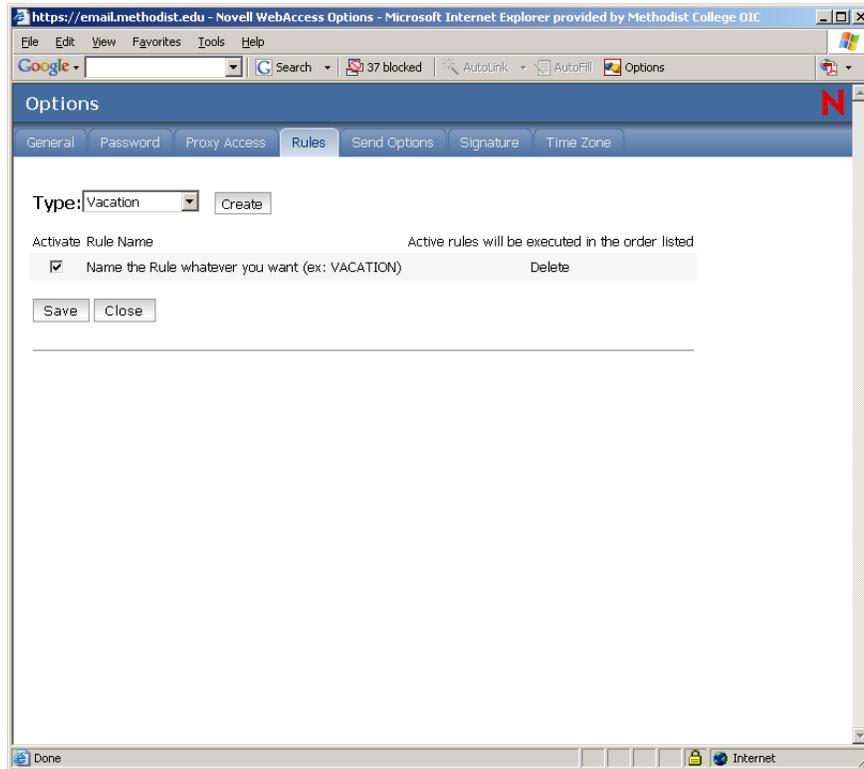
9. When you click "Save" the second time you should see the screen below and that the **"Rules activate status saved"**, below the *Save* and *Close* button. At this point your rule has been created and activated. Click **"Close"** and you will be taken back to your mailbox.
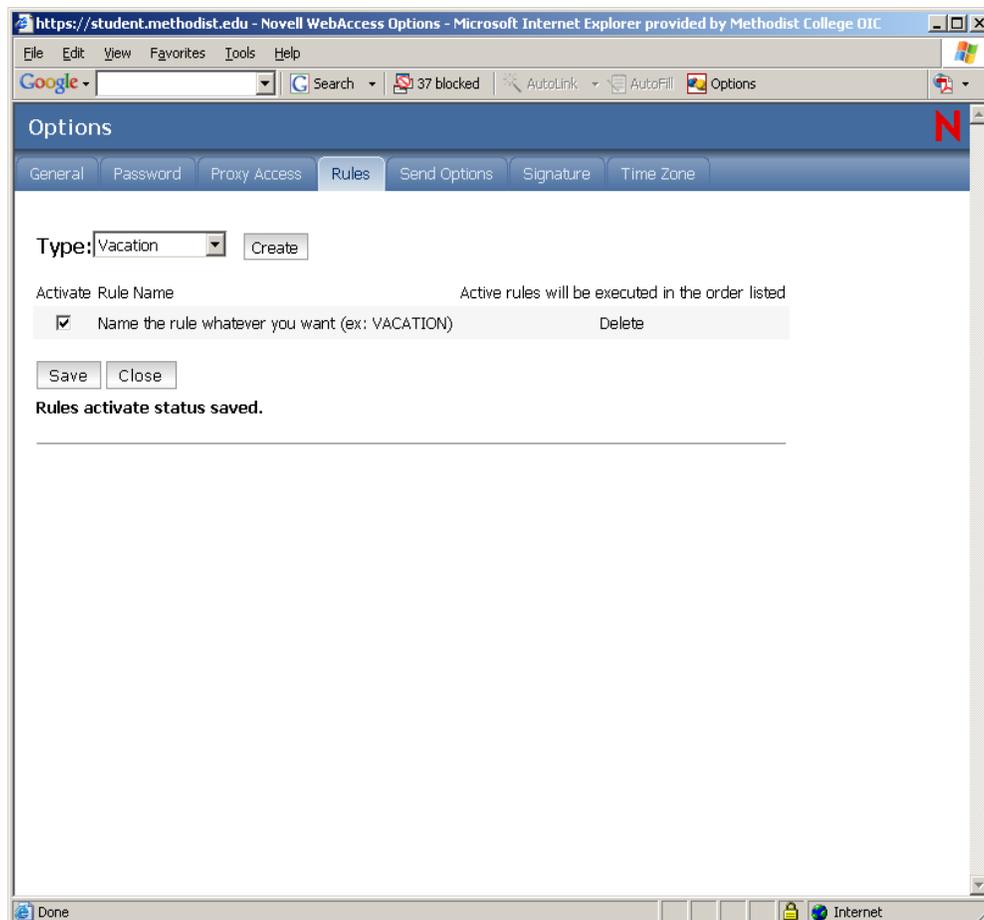
10. Once you are done, Logout by clicking the **"Logout"** option at the top right of the page.
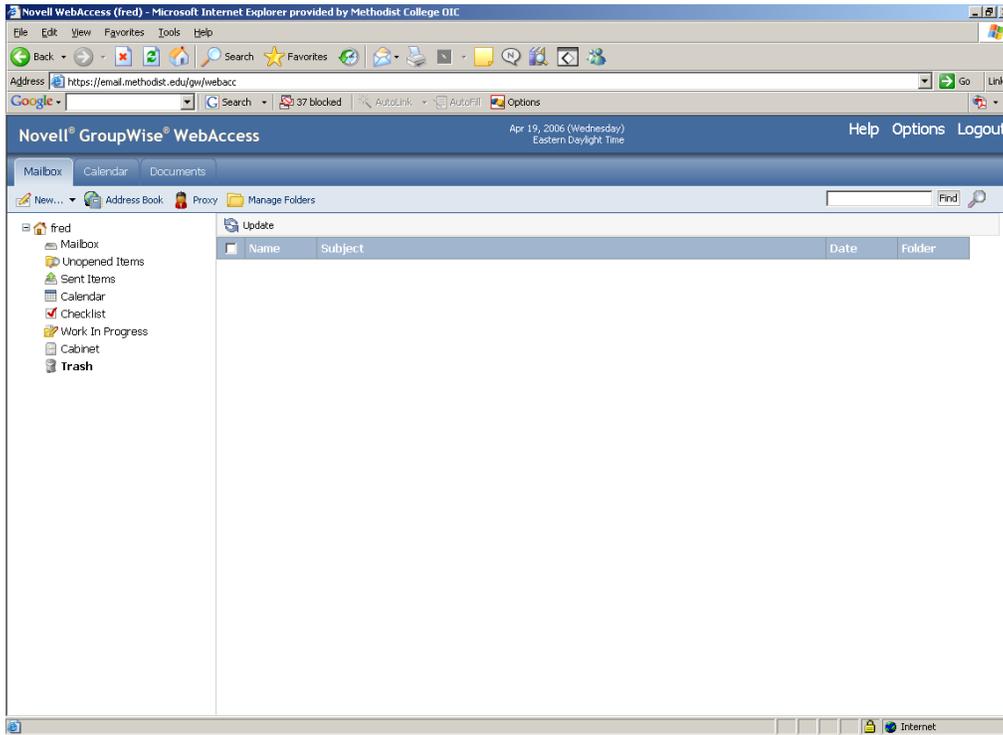
TO DEACTIVATE OR DELETE A GROUPWISE VACATION RULE:

When you return from vacation, Deactivate or Delete your "Vacation Rule".

The easiest way to Deactivate or Delete a rule ("Vacation Rule") is through the web access and not through the GroupWise Client icon on your desktop. Follow steps 1-5 above to access GroupWise Web Access. Return to this part of the instructions to continue. You have 2 options to either Deactivate or Delete your rule.
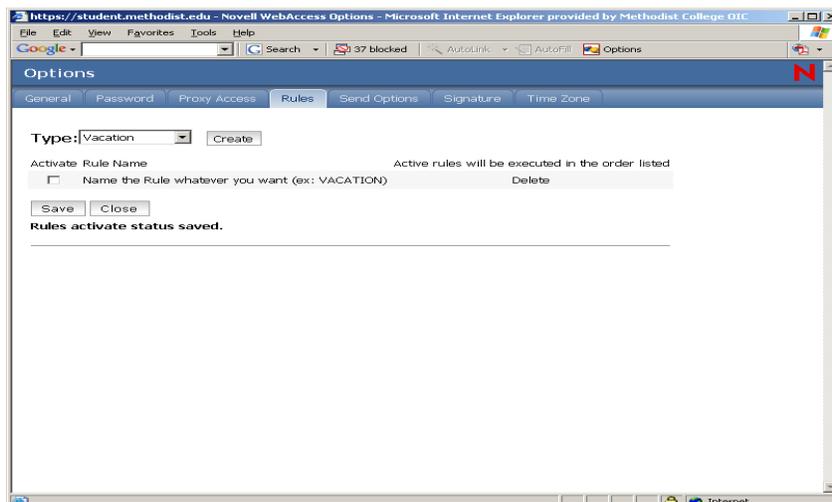
OPTIONS:
Deactivate a Rule: Disables the rule which can be used again.
Delete a Rule: Completely deletes the rule and would have to be recreated.

To Deactivate a Rule:
1. **Uncheck** the box below the word Activate, click **"Save"**. You will see the **"Rules activate status saved"**, below the *Save* and *Close* button. Click **"Close"**, you will be taken back to your mailbox.
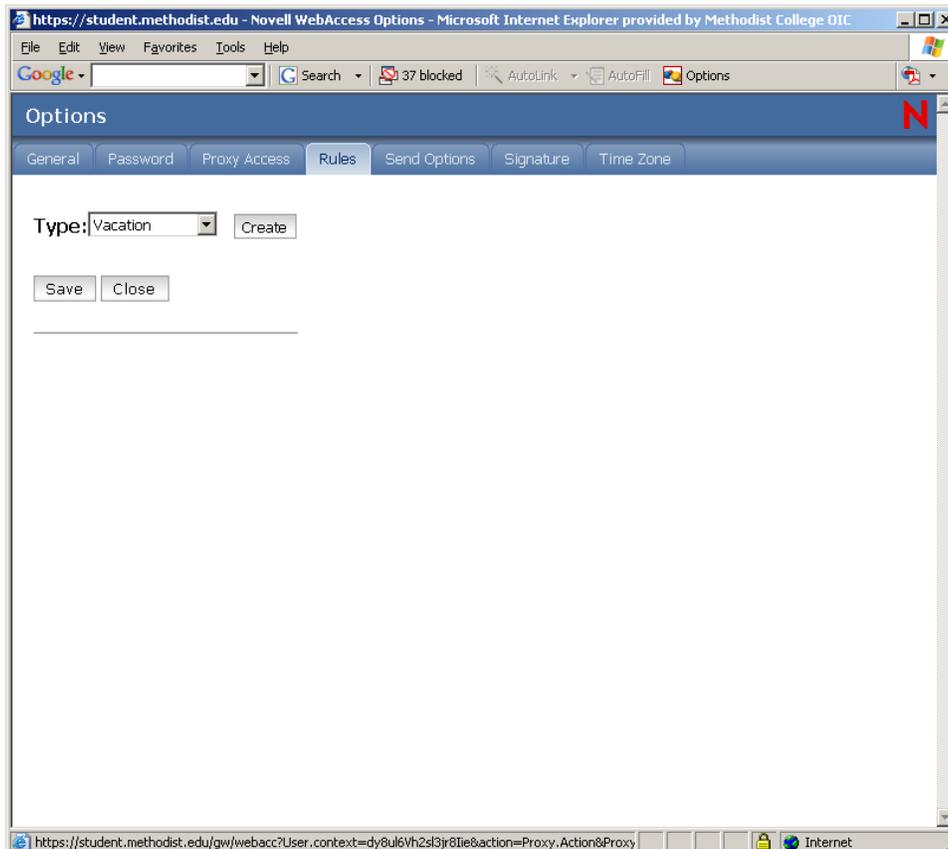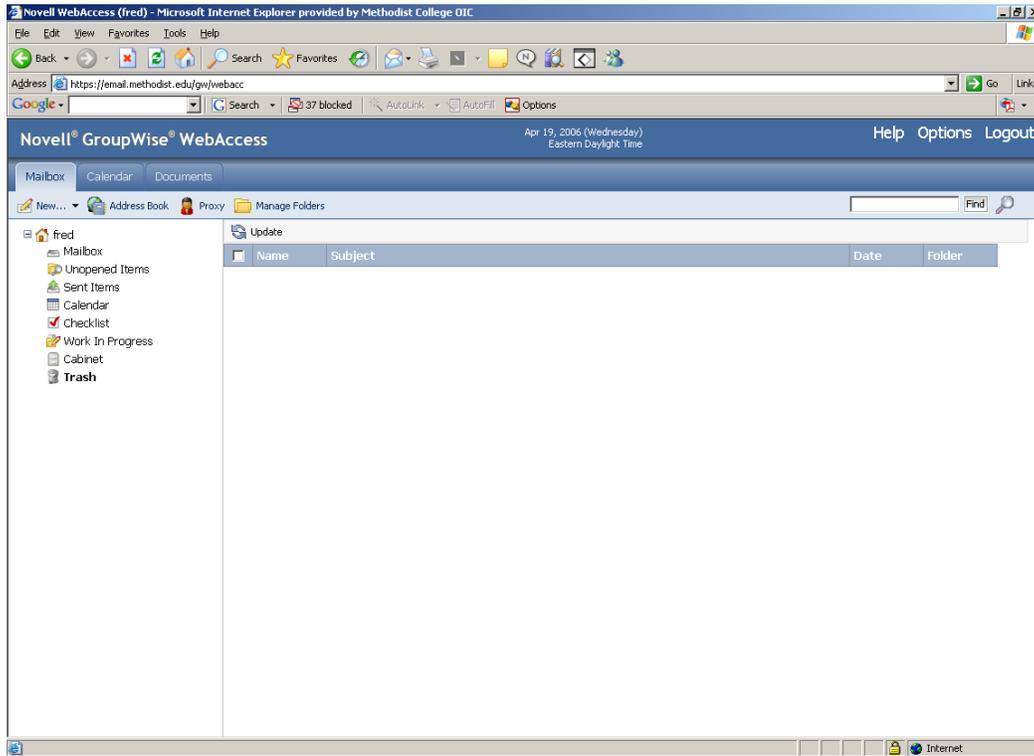
To Delete a Rule:
1. You do not need to uncheck the box below the word Activate, just click on **"Delete"**, the rule will be deleted, click **"Save"**. This time you will NOT see the **"Rules activate status saved"** message.
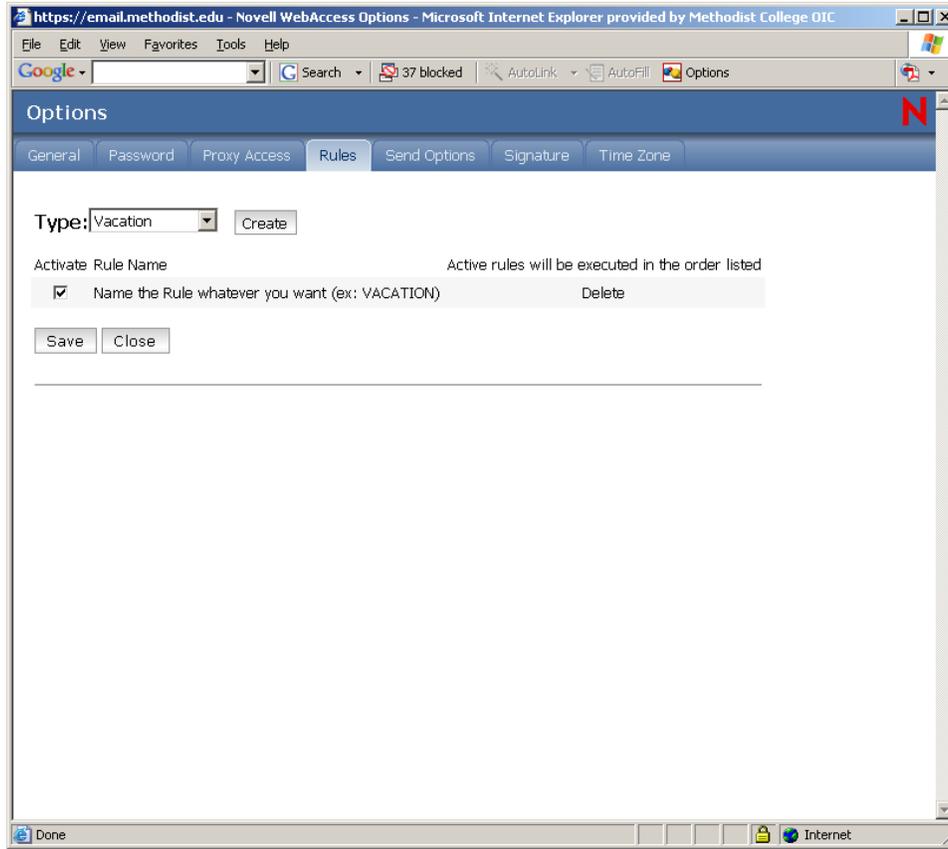
2. Click **"Close"** and you will be taken back to your mailbox.

Remember to Logout of your mailbox when you are finished

Once you have logged out you will see this screen

** If you have any questions concerning Creating, Activating, Deleting, Deactivating your "Vacation Rule", please contact the CAC Lab attendant at 910-630-7300 or email help@methodist.edu