

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).

Starting GroupWise Web Access:

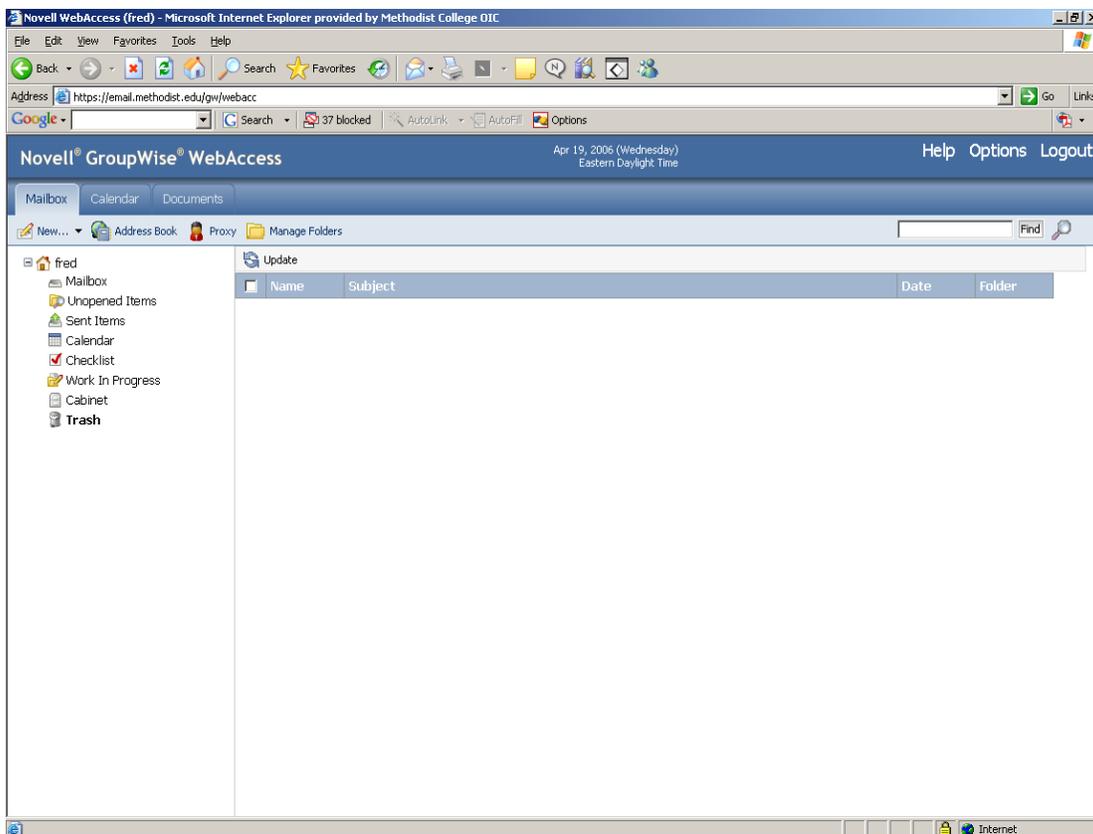
From your web browser: go to:

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

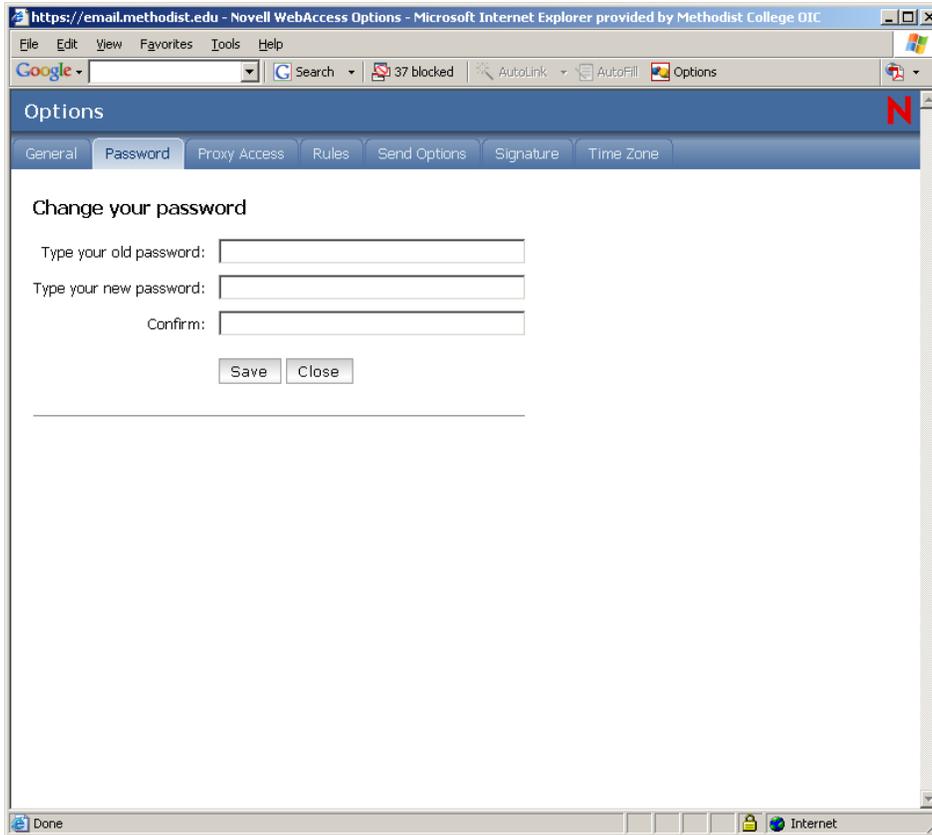


The screenshot shows the login page for Methodist University's GroupWise WebAccess. At the top left is the Methodist University logo. Below it, the text reads "METHODIST UNIVERSITY GroupWise WebAccess". There are three input fields: "Username:", "Password:", and "Language:" (with a dropdown menu currently set to "English"). Below these fields is a "Login" button. A paragraph of text provides instructions: "If you are having problems getting logged in, try using the default password of mu followed by the first 6 digits of your MU id. If you still cannot get logged in then contact the help desk at (910) 630-7300 or email us at help@methodist.edu". At the bottom left, there is a "Help" link.

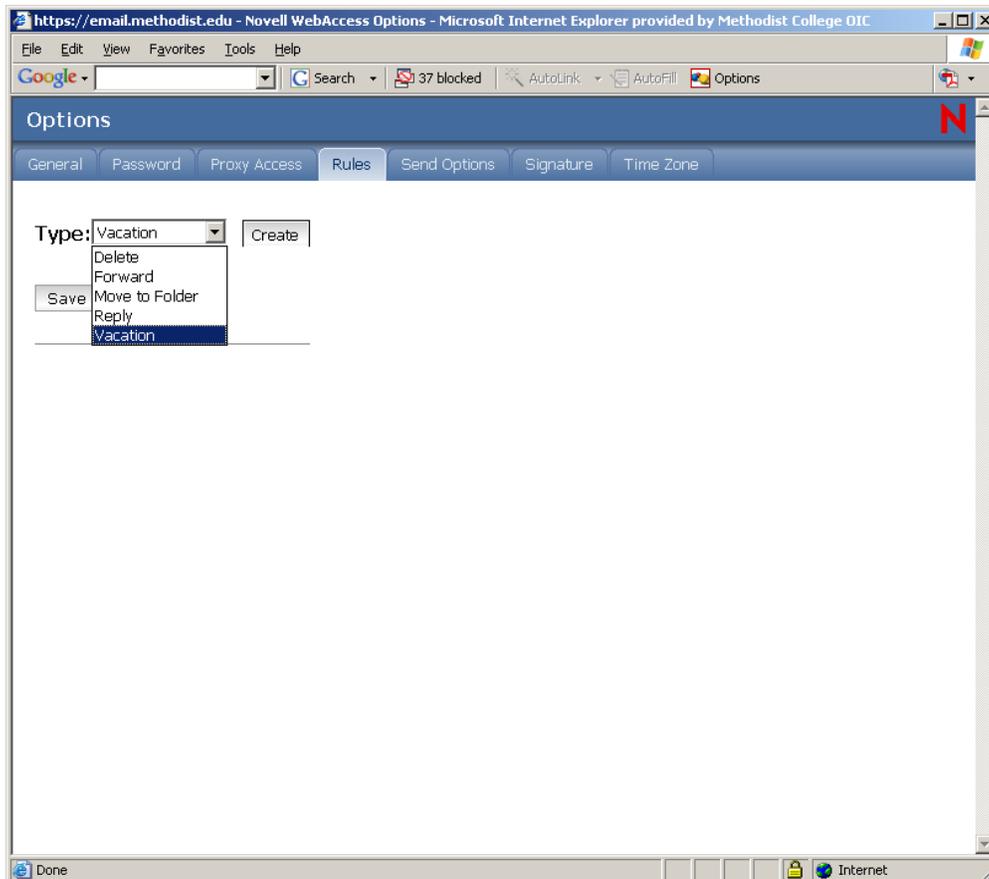
3. Your mailbox will be displayed on the web. Click the “Options” tab at the top right of the page.



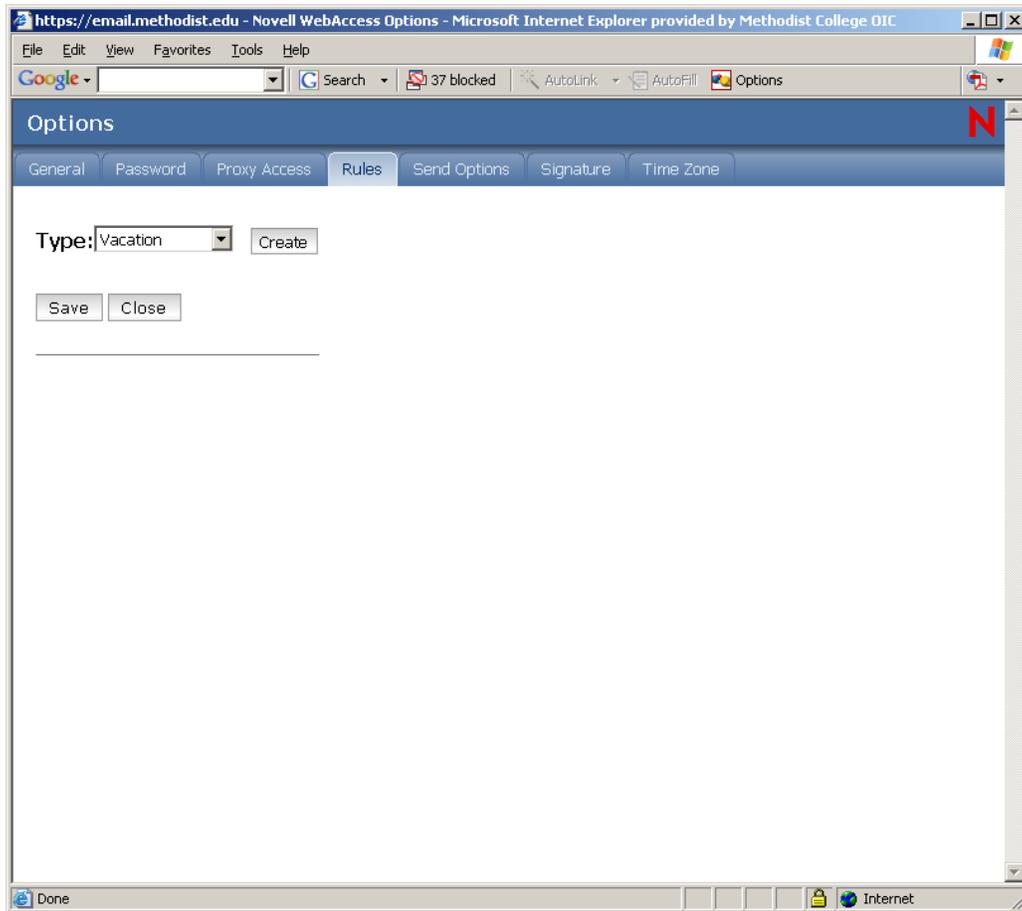
4. There are several tabs at the top of the page, click on the “Rules” tab.



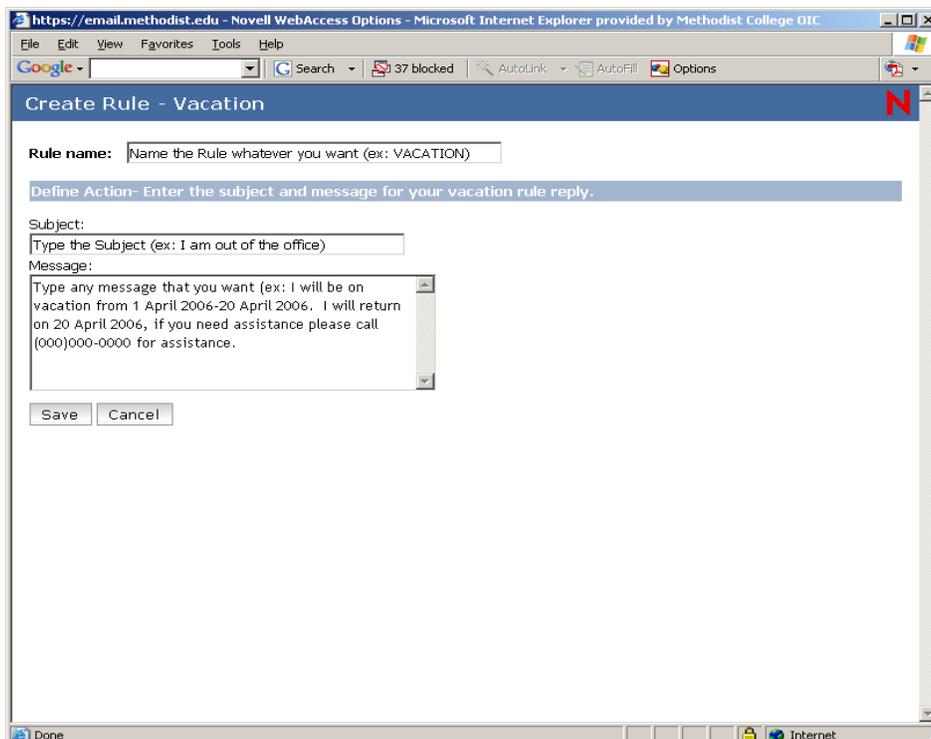
5. From the “Type” menu, click on the arrow and highlight “Vacation”.



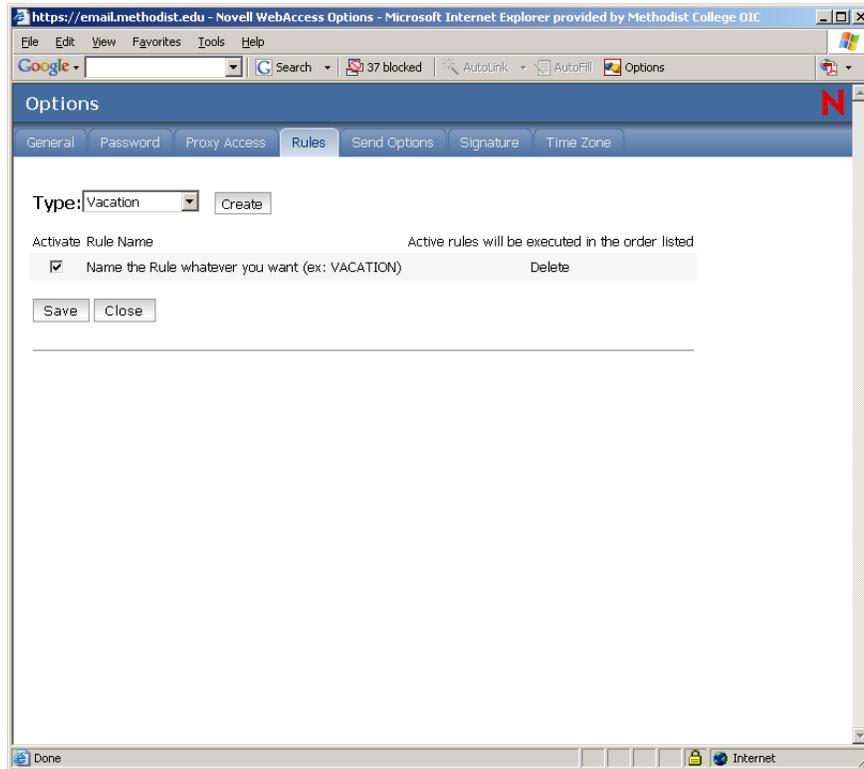
6. Click the “**Create**” button to start creating your “*Vacation rule*”.



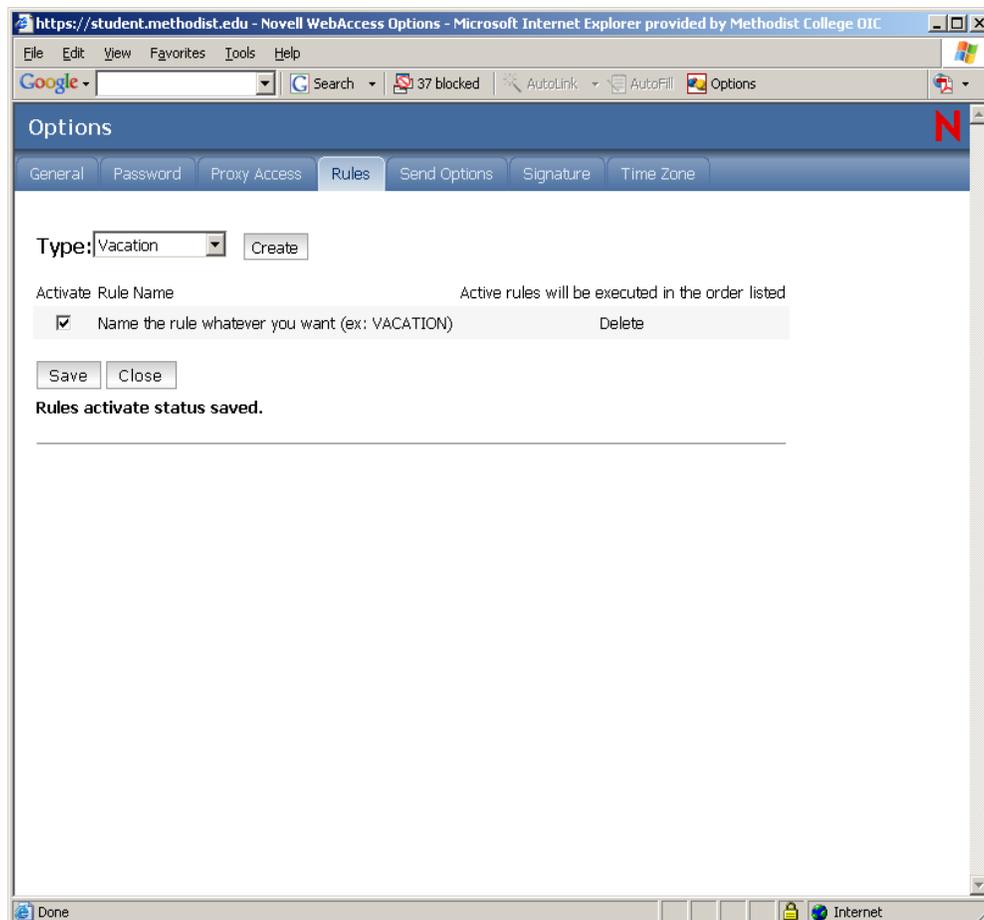
7. In the “**Rule name**” box, type a “Rule name”, whatever you wish. In the “**Subject**” box, type a “Subject”, whatever you wish. In the “**Message**” box, type a “Message” you want the senders of email to know. Click “**Save**”. (Note: you will have to click “Save” again in the next step). *The first “Save” only Creates the Rule. The second “Save” activates the rule.*



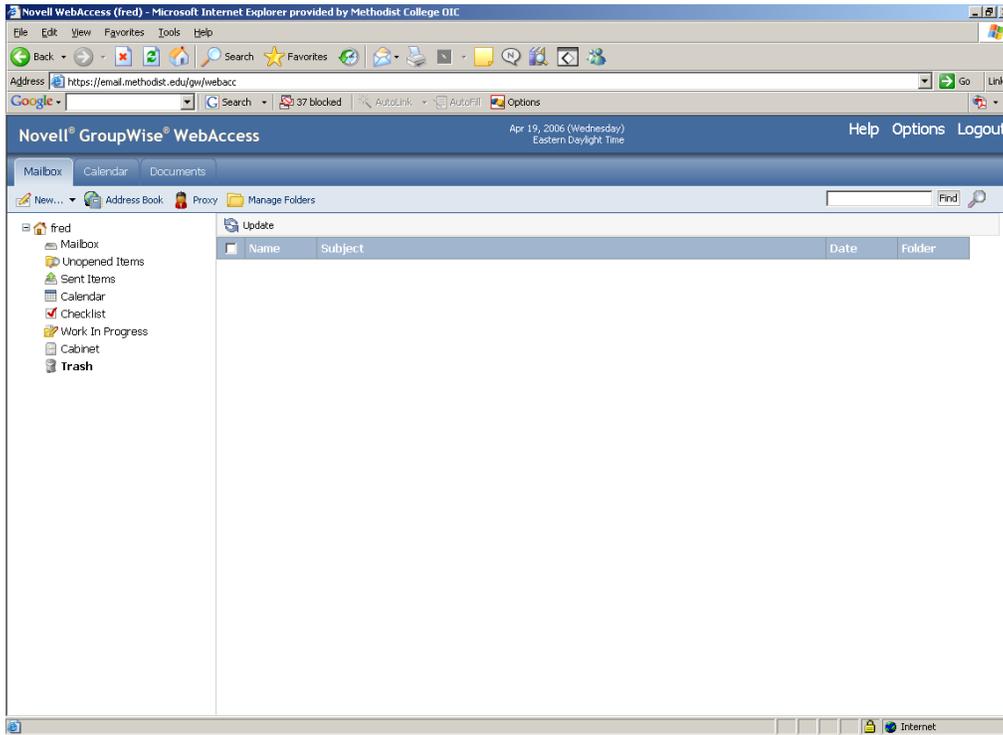
8. You must click “Save” a second time to **Activate** your rule; otherwise the rule will not work.



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.

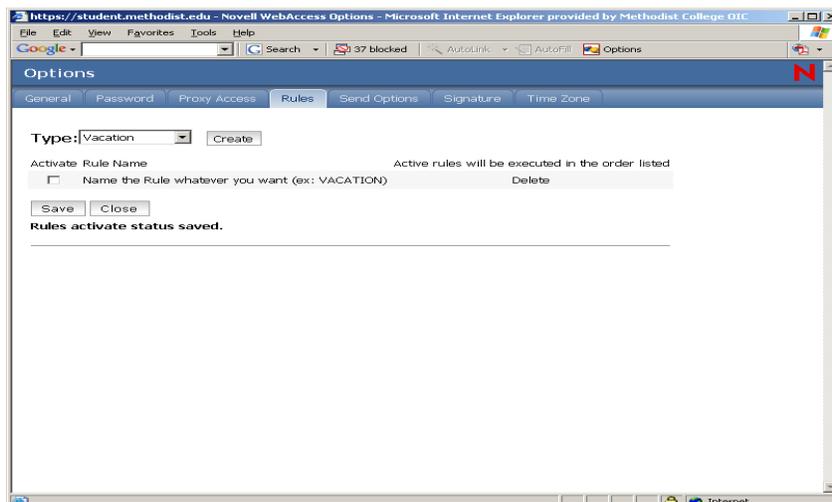
OPTIONS:

Deactivate a Rule: Disables the rule which can be used again.

Delete a Rule: Completely deletes the rule and would have to be recreated.

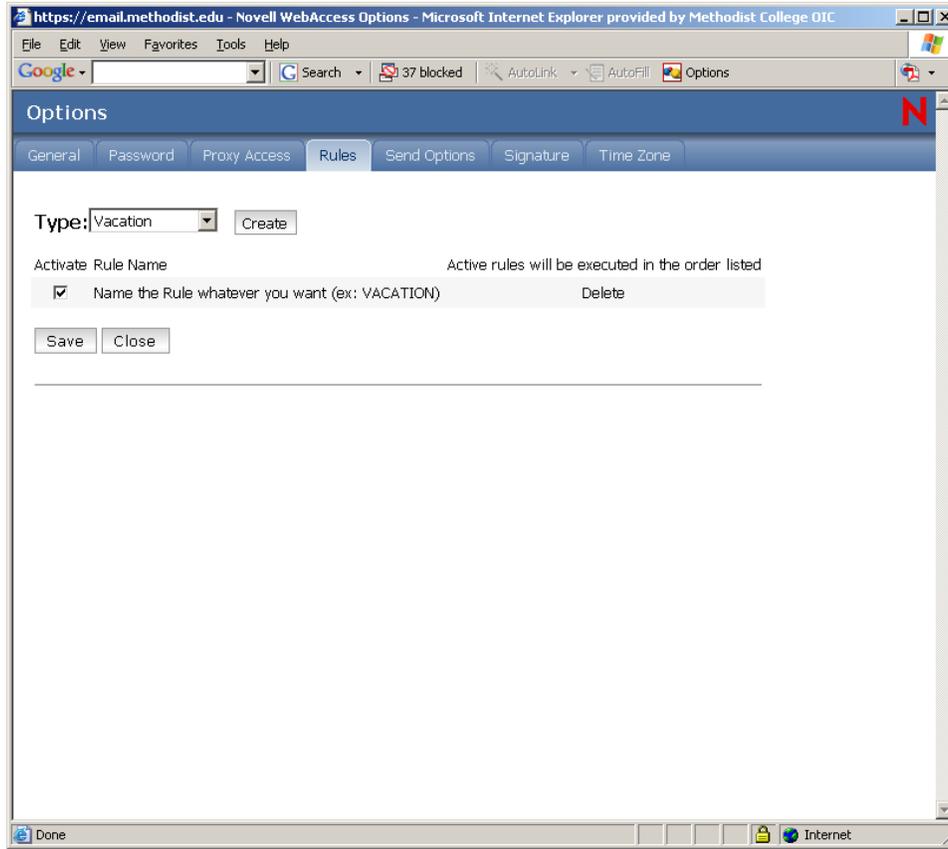
To Deactivate a Rule:

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.

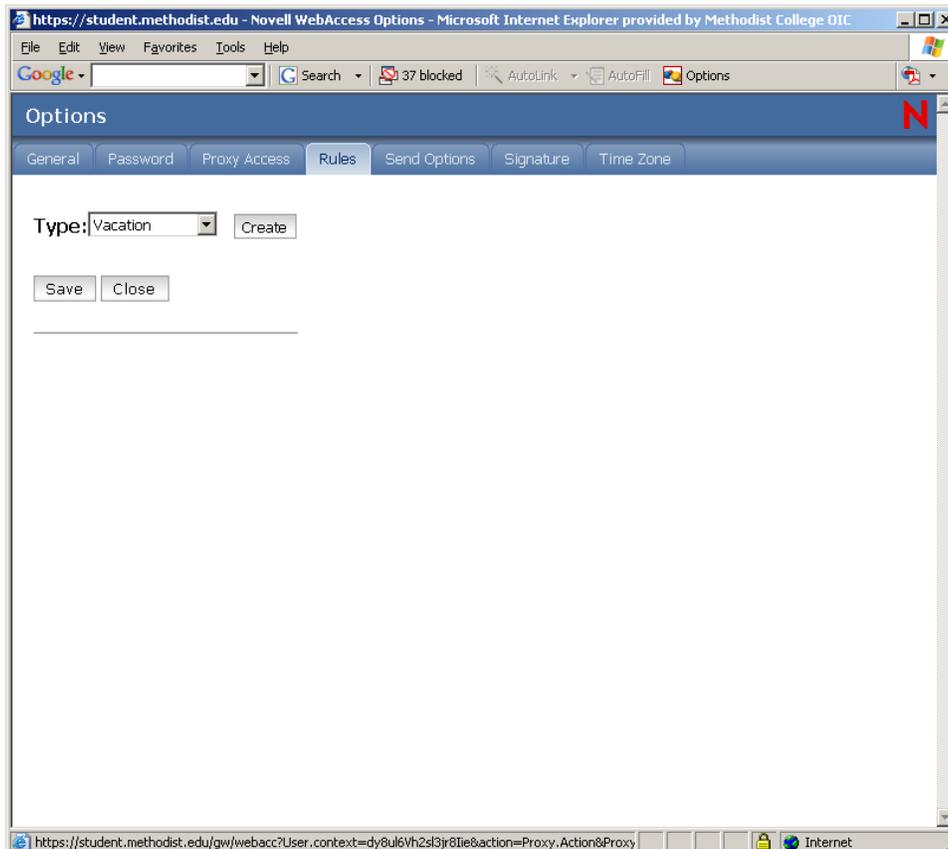


To Delete a Rule:

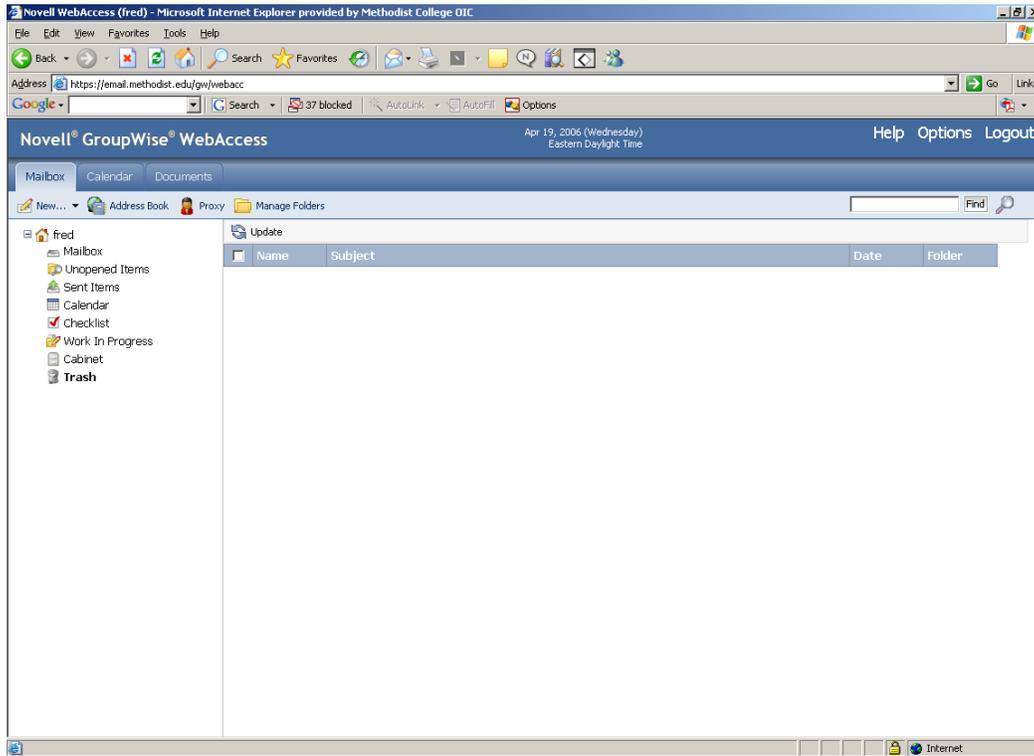
1. You do not need to uncheck the box below the word Activate, just click on **“Delete”**, the rule will be deleted, click **“Save”**. This time you will NOT see the **“Rules activate status saved”** message.



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

A login screen for Methodist University GroupWise WebAccess. It features a dark green header with the university's logo and the text "METHODIST UNIVERSITY GroupWise WebAccess". Below the header are two input fields labeled "Username:" and "Password:". A "Login" button is positioned to the right of the password field. At the bottom, there is a "Help" link and a copyright notice: "© Copyright 1993-2008 Novell, Inc. All rights reserved.".

** 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