

Vacation Messages in GroupWise Web 7: Easy version

When you are away from the office you may want to notify senders of email that you can't respond to their messages for a certain period. If someone else is handling matters for you, you can also include contact information for them.

A Vacation message is an automated response from the GroupWise email system to everyone who sends you email during the period that the response is activated. You can put whatever information you want into that message. GroupWise calls any automated action a **Rule**.

Setting up a Vacation Message

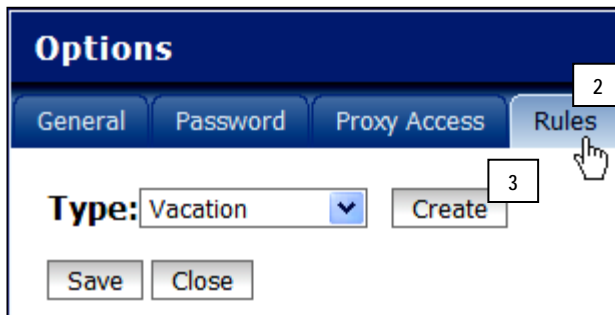
Use the Web client for quick, convenient setup. You can do this before you leave and activate the message just before you need it, or wait until you are at your destination to set it up using any browser.

Open your browser and type **gww.ccsf.edu** in the *Address* or *Location* box. Choose a server on the next page. The CCSF GroupWise login screen appears. Log in as usual.

1. Click *Options* at the top right of the GroupWise Web screen.

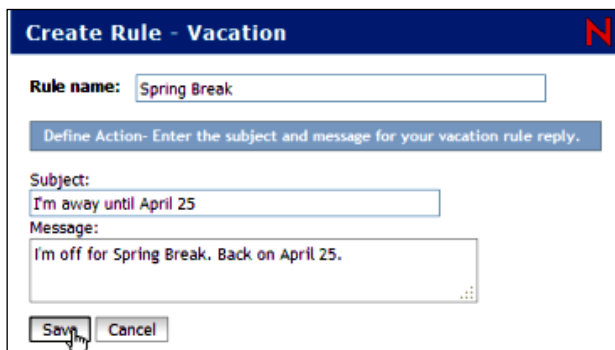


A Tabbed window appears with the Password tab in front.



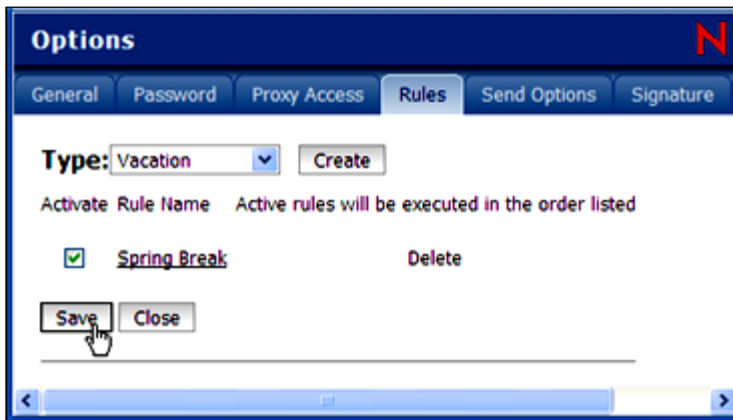
2. Click the **Rules** Tab to bring it forward. Vacation is the default. You can use the down arrow to select other kinds of rules to set up.
3. With Vacation showing, click the **Create** button.

The Create Rule - Vacation screen appears.



4. Give your message a name, type in the subject and message, and click **Save**.

5. Now you're back at the opening Rules screen. There is a check in your new rule's activate box. If you want to start your new rule right away, leave it checked. If you want to activate it later, click in the box to remove the check mark.



6. Click **Save** to save the rule and its Activation status.

Activating your message

If you haven't activated it now, remember to return to this screen and activate it when you are about to leave. Or wait until you have reached your destination—you can log on to your CCSF GroupWise email through the Internet and activate from wherever you are!

Reach this screen by opening your GroupWise Web client, clicking the Options icon at the top of your screen, and choosing the Rules tab.

Deactivating

When you return from your time away:

1. Reopen the Rules screen and
2. Click to uncheck the in the Activate box next to your Vacation rule to deactivate it. Or just delete it. Otherwise, folks will keep getting the message that you're away.

Special Features

If the same person sends many messages to you while you're away, GroupWise sends a vacation reply only to the first message (it will eventually send another vacation reply after an interval if the sender persists over time). This feature prevents many problems, like those caused if you regularly receive messages from a mailing list.

It also prevents an infinite message loop if you send a message to yourself while you're away.