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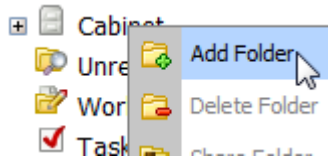
## GroupWise Web Access: Rules—Sending emails to a folder

You may receive emails from a mailing list or committee that you would like GroupWise to gather automatically in a special folder so that they don't clog your mailbox. Then you can open the special folder at your leisure to check the special set of emails.

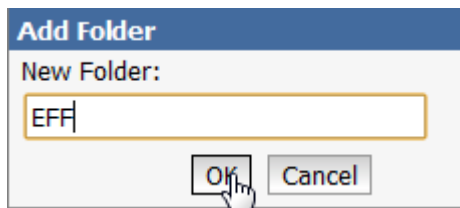


Here's how you do it in the Web version of GroupWise—the one that opens when you enter **gww.ccsf.edu** in a browser.

### Create a special folder



1. Position your cursor on the name of the Cabinet folder (not on the icon) and right-click (Windows) or control-click (Mac)
2. Choose **Add Folder**



3. Name the folder and click **OK**

### Define a Move to Folder “Rule”

In GroupWise, automatic actions are called rules.

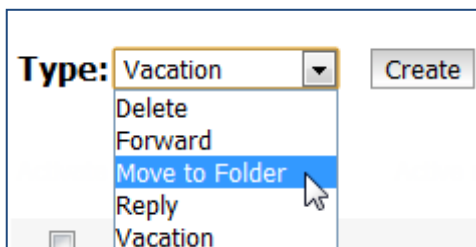
You can set up rules to automatically:

- Delete messages
- Forward messages to an address that you specify
- Send a reply
- Define an automatic reply to all messages while you are away (the **Vacation** option)

We're going to send the messages you identify to a specific folder.



1. Click the **Options** button (top right); then click the **Rules** tab.



2. Click the down-arrow beside the Type box and choose **Move to Folder**.
3. Click **Create**.

Next you'll set the parameters for your new rule in the Create Rule window.

## Set the rule parameters

You need to decide on a characteristic that defines the messages you want to file in your new folder. It could be:

- A phrase that you've asked students in your classes to include in the **Subject** line
- A person or address from which the messages are sent (**From** choice)
- A word or phrase inside the **messages** themselves or in the **To** field.

If you are singling out messages from a listserve, the To field is what you want: it will contain a consistent address.

1. Enter a **name** for the rule: it can be anything you want as long as it identifies the action to you when you look at your list of rules.

**Create Rule - Move to Folder**

**Rule name:** EFF

Define Optional Condition- If a condition is not defined, this rule will apply to all messages.

If **To** Contains eff.ccsf.edu

then **Move to folder** (as defined below)

Destination folder: select the destination folder.

- Vic Fascio
- RSS Feeds
- Mailbox
- Sent Items
- Calendar
- Personal
- Cabinet
- EFF
- GW8

2. Click the down-arrow beside the **If** box and choose the message field you want to specify.
3. In the second box, make your choice—**Contains** usually works.
4. In the last box, enter the text that you want to identify in the incoming messages.
5. Then click the bubble beside the folder where you want to send these messages.
6. Don't forget to scroll down and click **Save**!

## Activating your rule

<input checked="" type="checkbox"/>	EFF	Delete
<input type="checkbox"/>	forward a bunch	Delete

Save Close

1. On the last screen, make sure that there is a check mark beside the name of your new rule.
2. Click **Save** and then **Close**.