

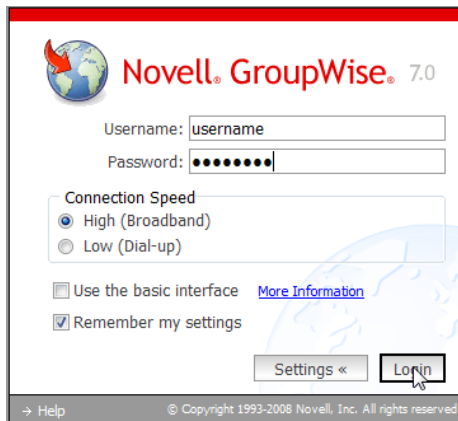
How to setup "Out Of Office" using GroupWise

The following is a tutorial on how to set up the Out of Office rule for the GroupWise email. Because of the change in email systems, you will not be able to use the Out of Office feature that was found in your Outlook client.

To set up Out of Office, you will need to access the web mail located at this link:

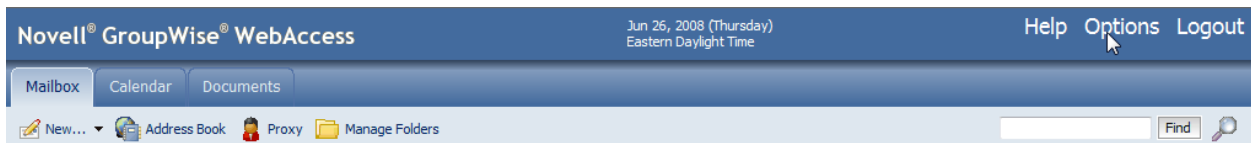
<http://dcccgw.davidsonccc.edu/gw/webacc>

Once there you will need to key in your **username** and **password**. Click **login**.



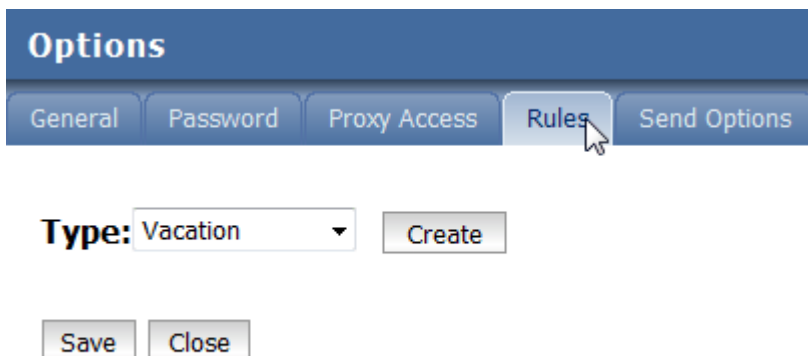
The image shows the Novell GroupWise 7.0 login interface. It features a globe icon and the text "Novell GroupWise 7.0". Below this are input fields for "Username:" (containing "username") and "Password:" (with masked characters). There are radio buttons for "Connection Speed" with "High (Broadband)" selected and "Low (Dial-up)" unselected. Below these are checkboxes for "Use the basic interface" (unchecked) and "Remember my settings" (checked). A "More Information" link is next to the first checkbox. At the bottom are "Settings <" and "Login" buttons. A footer contains a "Help" link and copyright information: "© Copyright 1993-2008 Novell, Inc. All rights reserved."

Click **Options**, which is located at the top right corner of the Novell GroupWise WebAccess menu.



The image shows the top navigation bar of the Novell GroupWise WebAccess interface. It includes the text "Novell GroupWise WebAccess" on the left, the date and time "Jun 26, 2008 (Thursday) Eastern Daylight Time" in the center, and "Help Options Logout" on the right. Below this are tabs for "Mailbox", "Calendar", and "Documents". At the bottom of the bar are icons for "New...", "Address Book", "Proxy", and "Manage Folders", along with a search box labeled "Find" and a magnifying glass icon.

Click the **Rules** tab. Choose **Vacation** as the type of rule you wish to create. Click **Create** to create the Out Of Office rule.



The image shows the "Options" menu with several tabs: "General", "Password", "Proxy Access", "Rules", and "Send Options". The "Rules" tab is selected and highlighted. Below the tabs, there is a "Type:" label followed by a dropdown menu showing "Vacation" and a "Create" button. At the bottom are "Save" and "Close" buttons.

Input a **Rule Name**. You may choose any name you wish such as Vacation, Training, etc. Under **Subject**, type in a title that you want displayed in the returned email for the user to see. Example: Out of Office. Under **Message**, type in the description that you wish the user to see. Once you are finished, click **Save**.

Create Rule - Vacation

Rule name: Training

Define Action- Enter the subject and message for your vacation rule reply.

Subject:
Out of office

Message:
I will be out of the office July 1, 2, 3, for training. I will return your email as soon as I can. Have a wonderful and safe fourth.
Tim

Save Cancel

The next screen will display the rule you have created. To **activate the rule**, make sure it is **checked** by **clicking on the box beside the rule**. As long as the box is checked, anyone who sends you an email will receive your out of office reply. Click **Save** to finish the out of office rule.

Options

General Password Proxy Access **Rules** Send Options Signature

Type: Vacation Create

Activate Rule Name Active rules will be executed in the order listed

<input checked="" type="checkbox"/>	Training	Delete
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Save Close

Remember when you return from your vacation you will need to **uncheck** the box.

If you have any questions feel free to call us at 6232 or send a helpdesk ticket at <http://helpstar.davidsonccc.edu/>