

FURTHER READING

Search for the following in Help: Rules, Wildcard Characters, Filter and Rule Fields, Filter and Rule Functions.
In Cool Solutions, look under Rules in the Vault.

RULES: LEARNING THE BASICS

Why would I want to use rules? You ask. The answer is simple—they can make your life a little easier and give you a little more time in the day. Whether you want an automatic reply sent out each time you receive a message, or you want to automate a time-consuming task, rules are your cool solutions.

WHAT DO YOU WANT TO DO?

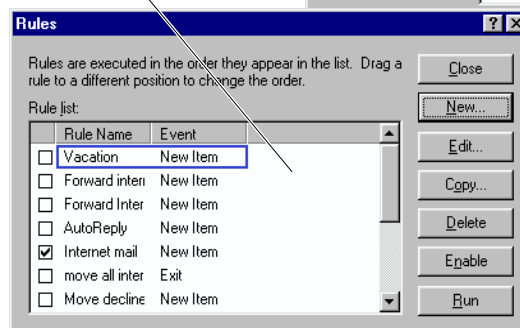
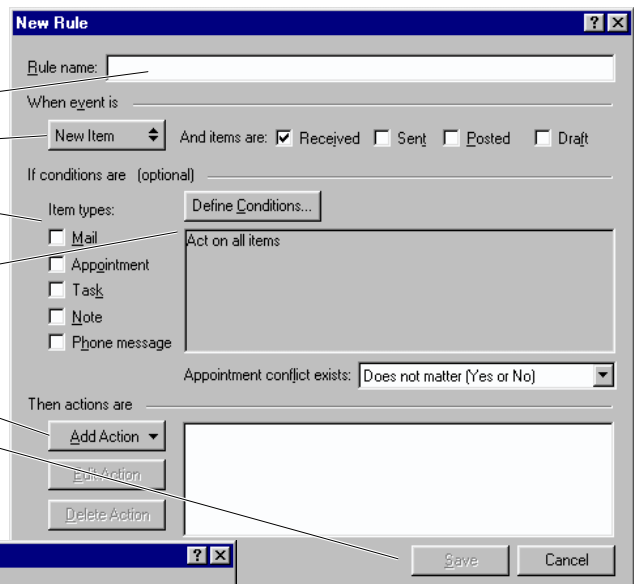
The first step, of course, is figuring out what you want a rule to do. Move incoming items into folders? Send all advertisements directly to the Trash? Move all items that you received from Ethan, that you have already opened, and that contain the words “corporate realignment” to the “Laser Project” folder? You be the judge here. You know what you need.

CREATING A RULE

1. Click Tools ▶ Rules ▶ New.
2. Type a name for the rule.
3. Select the trigger event.
4. Select the item types that you want the rule to affect.
5. Set up the conditions for the rule.
6. Select an action for the rule to perform.
7. Click Save.
8. Move the rule to where you want it in the Rule List.

HOW RULES WORK

Rules are made of three parts: the trigger event, the conditions, and the action. When you save a rule, it is placed in the Rules list. Then when a possible triggering event happens in GroupWise, such as a new item arriving in your Mailbox, GroupWise checks the first rule in the Rules list to see if the trigger event in the rule matches the event that just happened. If they match, GroupWise checks the conditions to see if they match. If both the trigger event and the conditions match, GroupWise runs each of the actions in the Then Actions Are list. After the actions are run, or if the rule conditions didn't match, GroupWise checks the next rule's trigger event and continues the cycle.



DEFINING CONDITIONS

When you define conditions, you specify what characteristics items need to have for the rule to run. The Define Conditions dialog box is the same as the Filter dialog box.



If you have saved a filter, you can retrieve it to use as the conditions for the rule. The table at the bottom of this page includes examples of conditions you can define.

WHAT CAN A RULE DO?

Let your imagination run wild (and send your rules in to Cool Solutions so we can publish them)! Here are some ideas. You can use a rule to act on newly received items. For example, you can reply to or forward items, send a predefined message and attachment, and delete, decline, and empty items from the Trash. You can also use a

rule to organize items in your Mailbox. For example, you can move or link items to a folder, mark an item private, and archive items.

WHAT CAN'T A RULE DO?

Admittedly, rules have some limitations. For example, Archive is available only when you use the Open Folder, Close Folder, Startup, or Exit triggers. In addition, some conditions do not correspond to certain triggers. For example, Number Opened cannot be used with the New Item trigger because it is specific to Sent items that have been out for a while.

Rules cannot replace a programming language. For example, they cannot take information from items and run figures on that information or paste it into any response.

SAMPLE RULES

The table below describes the settings you need to enter in the New Rule dialog box in order to create the specified rule.

SAMPLE RULES				
RULE	TRIGGER	ITEM TYPE	DEFINE CONDITIONS	ACTIONS
Vacation	New Item, Received	Appointment, Note, Task	Started => On or After Date (enter date) AND Due/End Date =< On or Before (enter date) END	Delete/Decline Reply (include message)
Reply to all but listserver	New Item, Received	Mail	From [] Contains ListserverName (up to but not including @) END	Reply (include message)
Move Internet mail to folder	New Item, Received	Mail	From =Matches *<*@*> END	Move to Folder: Internet
Archive items in folder that are older than 30 days	Open Folder or Close Folder	All Items	Opened >= On or After 30 days END	Archive
Delete Spam	New Item, Received	Mail	From =Matches *<*@*> AND Subject [] Contains (some spam keyword) END	Delete/Decline Empty from Trash