Groupwise: How to Send Automatic Reply

- Open Groupwise

- Go to Tools, Rules

- In the Rules dialog box, left click on New

- In the New Rules dialog box

  1. Type a Rule Name (i.e. Mail Reply)

  2. Items Type, left click in the applicable box (Mail is most common)

  3. Left click on Add Action, several options appear, left click on Reply

- A Reply to Sender dialog box appears, left click on OK

- A Reply dialog box appears, type your message in the Message box (i.e. I will be out of the office from May 1-10 enjoying the wonderful weather in Jamaica) and left click on OK (this begins immediately)

- When you return, go to Tools, Rules and left click on Delete to cancel the automatic reply