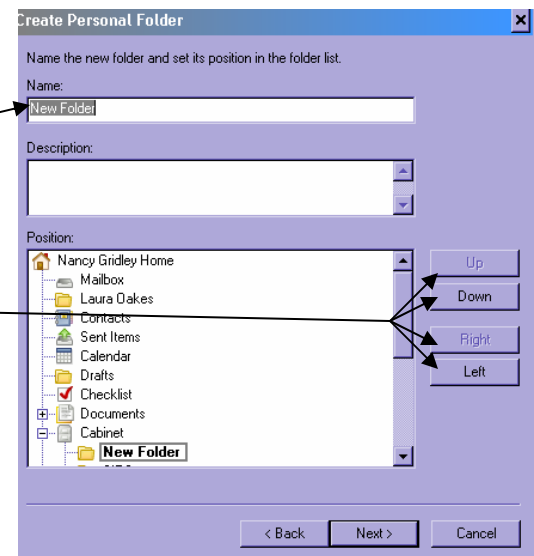


Creating a Rule for your Mailbox (GroupWise)

Some people like to organize their Mailbox in GroupWise so that messages from specific senders go in to specific folders. For instance, if you create a folder for your school principal and would like all new messages from that person to go directly into that folder (rather than staying in your "inbox" with all other new mail) you can create a rule to do this.

1. First, create the folder.
2. Click on FILE, select NEW, and select FOLDER.
3. Select PERSONAL FOLDER and click NEXT.
4. Type in a name for the folder
5. Position your folder (using the Up, Down, Left and Right buttons to move the folder to the desired position on the list)
6. Click NEXT.
7. Click FINISH.



Now that you've created a folder, you can create a rule.

1. Click on TOOLS and select RULE.
2. Click the NEW button.
3. Give the rule a name.
4. Click the box next to Received.
5. Click the ADD ACTION button and select MOVE TO FOLDER.
6. Then choose the correct folder from the list.
7. Click the MOVE button.
8. Click SAVE.
9. Click RUN.
10. Click CLOSE.

