

GroupWise All Campus E-mail Tips & Tricks

Time delay

1. From within the Email, Click on: **File, Properties.**
2. Check the box that says **delay delivery.**
3. Under the **Until** section, set the **date** and **time** desired. Click **OK.** (The preferred time is between 11:00PM and 3:00AM.)
4. **Send** the message.

Filter for People

1. From with the Email, **Open the Address Book.**
2. Click on **View, Filter for People.**
3. **Select all** and click on the **To:** box.
4. Be sure to **turn this filter off** by opening the **Address Book**, click on **View, Filter Off.**

Filter for Instructors

1. From with the Email, **Open the Address Book.**
2. Click on **View, Define Custom Filter.**
3. Click on the first **Down arrow** and select **Department.**
4. Click the **middle box** and select **Contains [].**
5. In the second box, type **Instr:**
6. Click **OK.**

Filter to Folders

1. Within GroupWise, Click on **Tools, Rules.**
2. Click on **New**, create a new rule.
3. Give this rule a Name by typing into the first text field.
4. Under **Item Types**, Select **Mail** and click on **Define Conditions.**
5. Complete the filter conditions.
6. Click on the **Add Action** button. Select **Move to Folder** and put a **checkbox** in the folder you would like the mail moved to.
7. Click on **OK.** Click on **Save.**

Auto Reply

1. Within GroupWise, Click on **Tools, Rules.**
2. Click on **New**, create a new rule.
3. Give this rule a Name by typing into the first text field.
4. Make sure the **checkbox** is on the **received** field of the first line.
5. Under **Item Types**, Select **Mail** (Include other categories as needed) and click on **Define Conditions.**
6. Click on the Add Action button. Select **Reply.** **Be sure that the next selection is set to Reply to Sender, not Reply to All.**
7. Click on **OK.** **Type** in the reply you would like in the **Message** text box. Include and CC's and BC's as needed.
8. Click on **OK.** Click on **Save.**