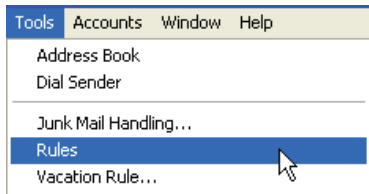


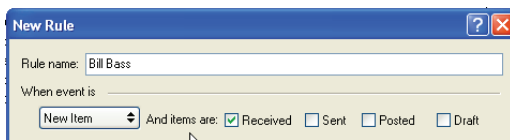
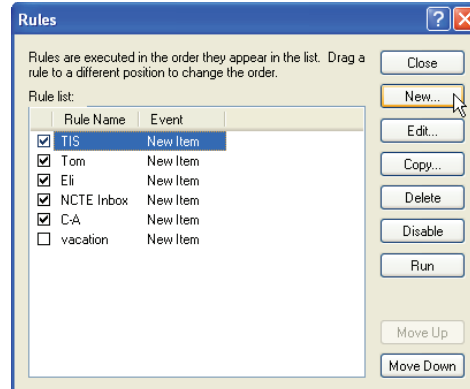
Managing email in Groupwise with Rules

To set up a rule in Groupwise



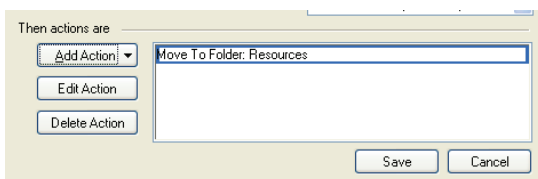
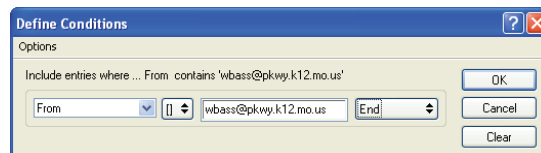
After opening up Groupwise, click on "Tools" and select "Rules".

In this window you can turn on and off, edit and create new rules. Click "New" to create a new rule



Name your rule and then select "New Item" and select "Received".

Click on the "Define Conditions" button and select "From" then fill out the next field with the email address you want to filter and click "OK".



At the bottom, click on "Add Action" and select "Move to Folder". Select the folder you want those emails filtered into and click "Move".

Once you save the rule it will show up in your rules list and all emails from that address will automatically go into the folder you chose completely skipping your email inbox. There are many other options for sorting and filtering your mail to make it more manageable so don't limit yourself to only moving items to folders.