

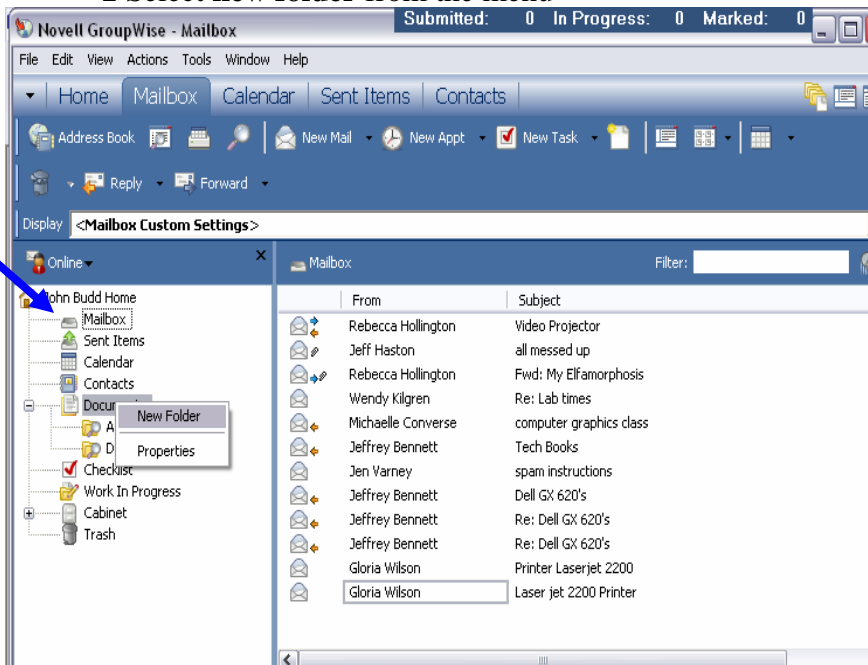
Creating Rules in GroupWise

Step 1 Log into **GroupWise Client**

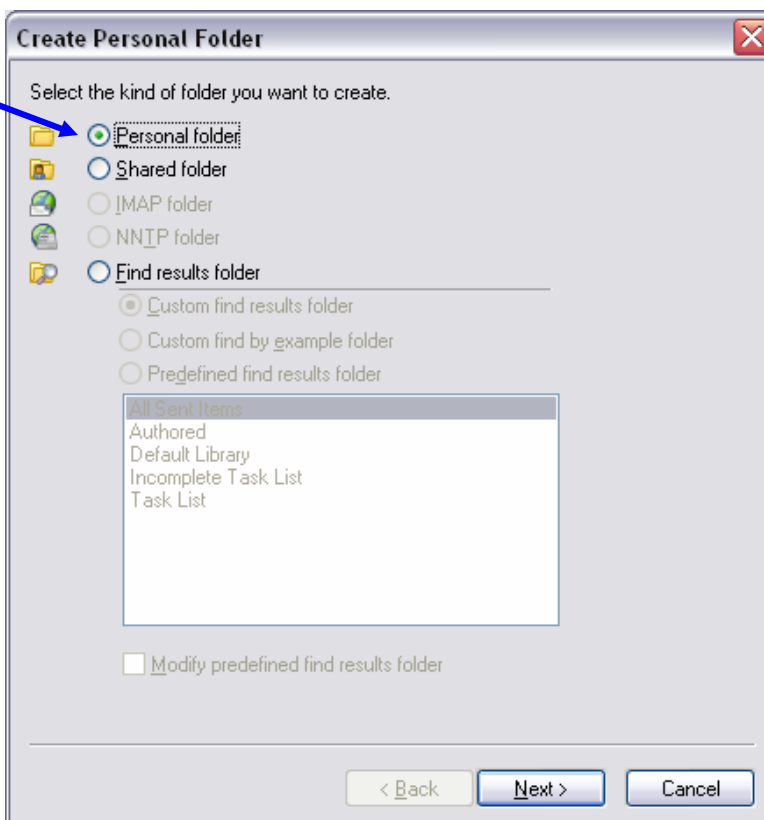
Step 2 In the left column of your Client Window (See blue arrow below). Create a folder and name it **Spam**.

To do this:

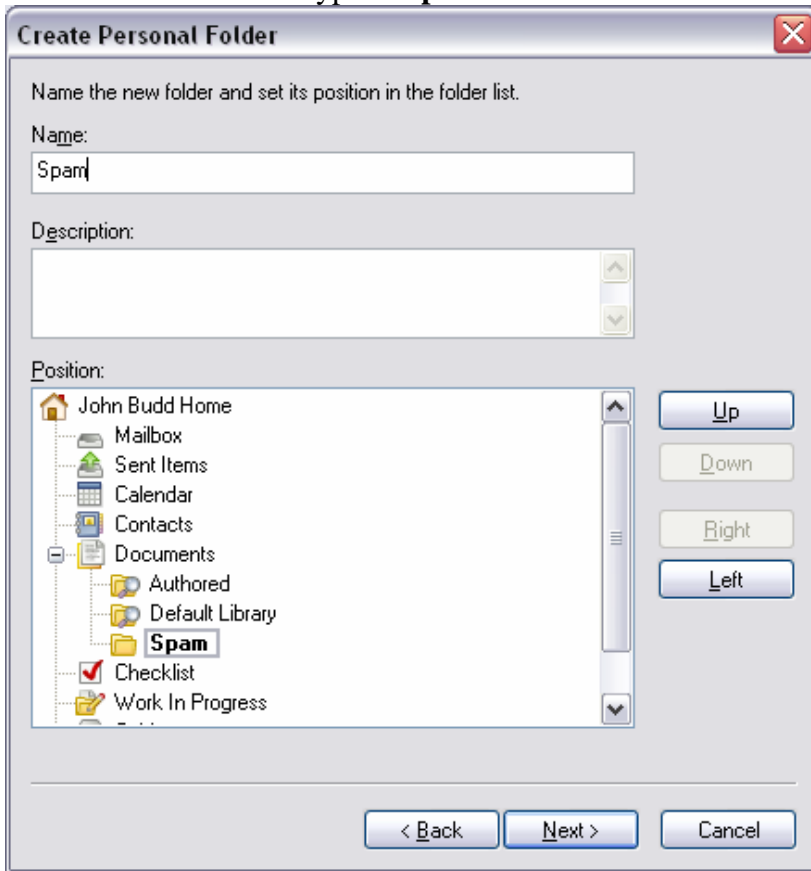
- 1 Right click the **“Documents”** icon on the left side of the Group Wise window.
- 2 Select **new folder** from the menu



3 Click **Personal Folder** and then click next.

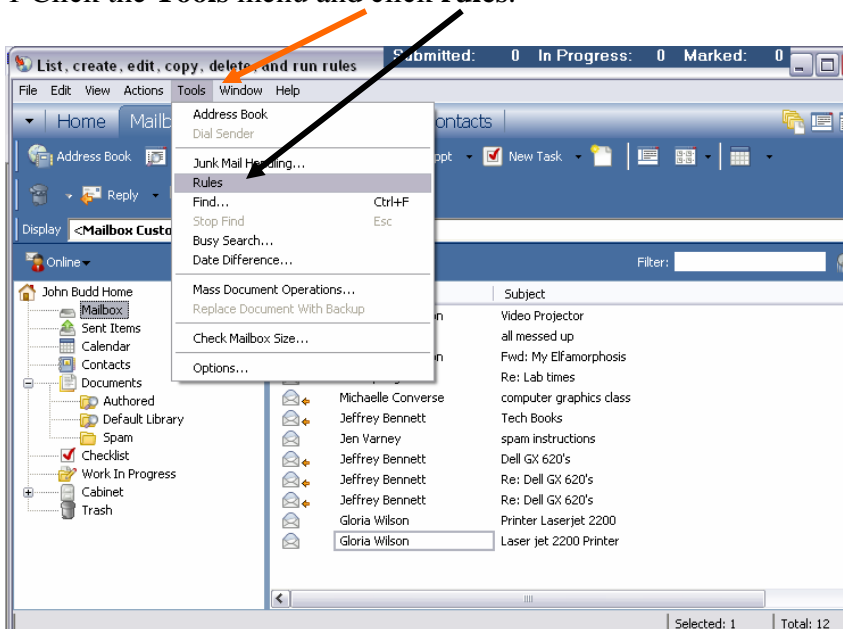


4 Under Name: type in **Spam** and then click **next** and then **Finish**.

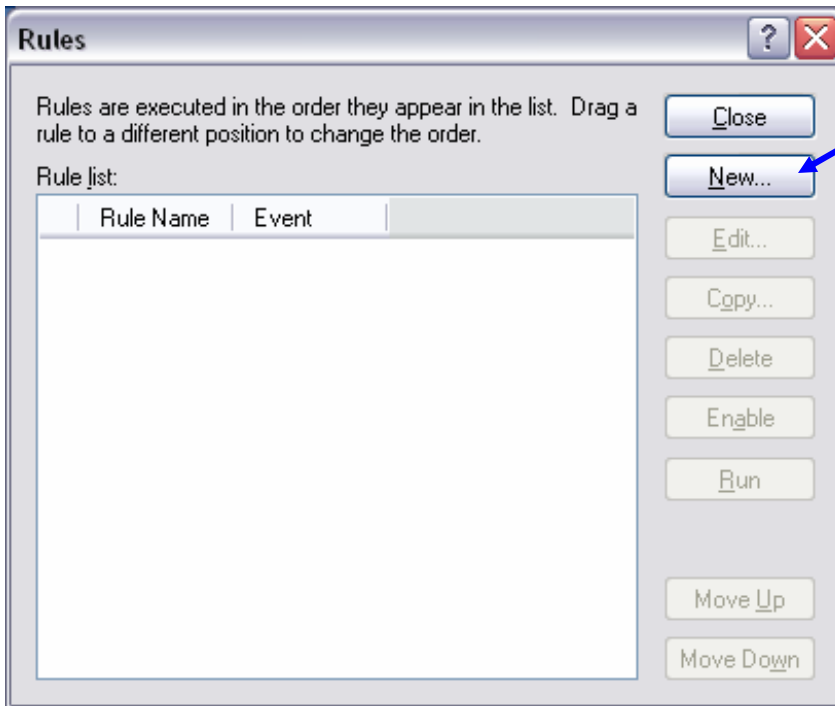


Define the Rules for your Spam folder

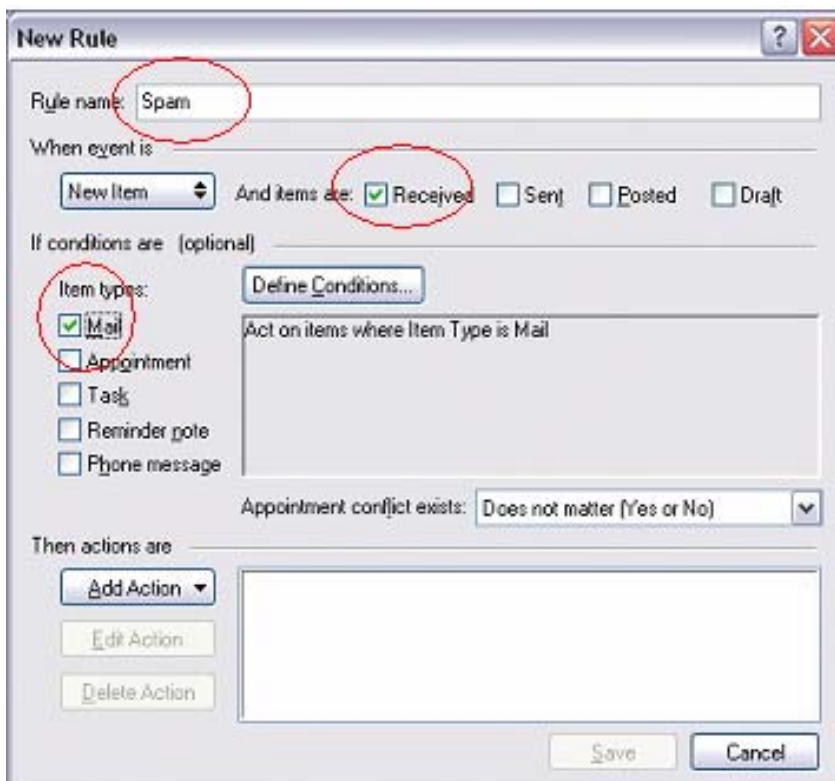
1 Click the **Tools** menu and click **rules**.



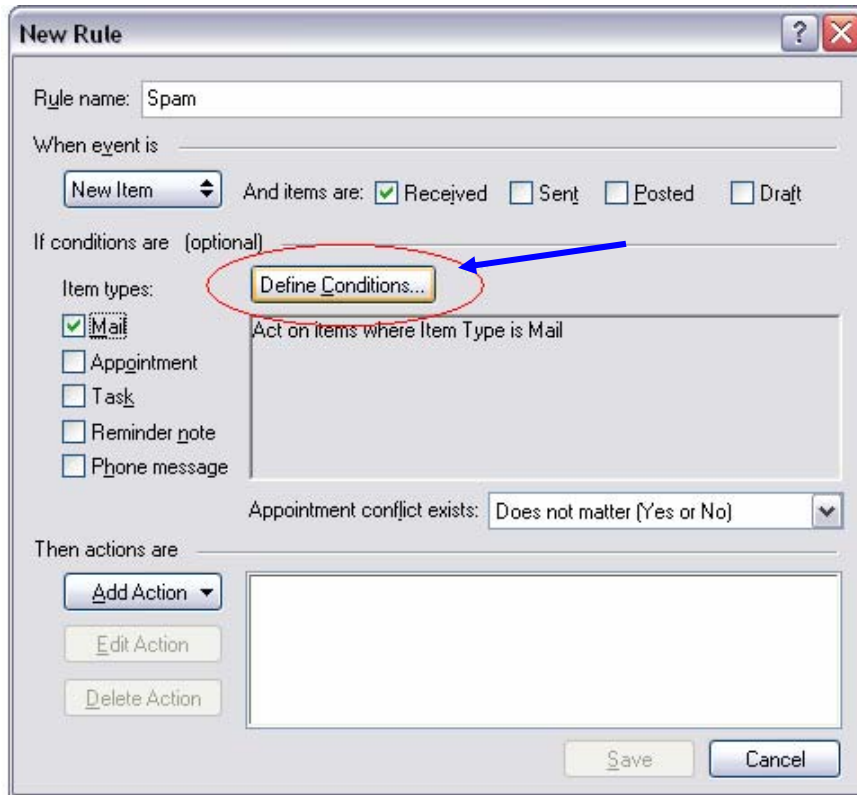
2 Click **New**



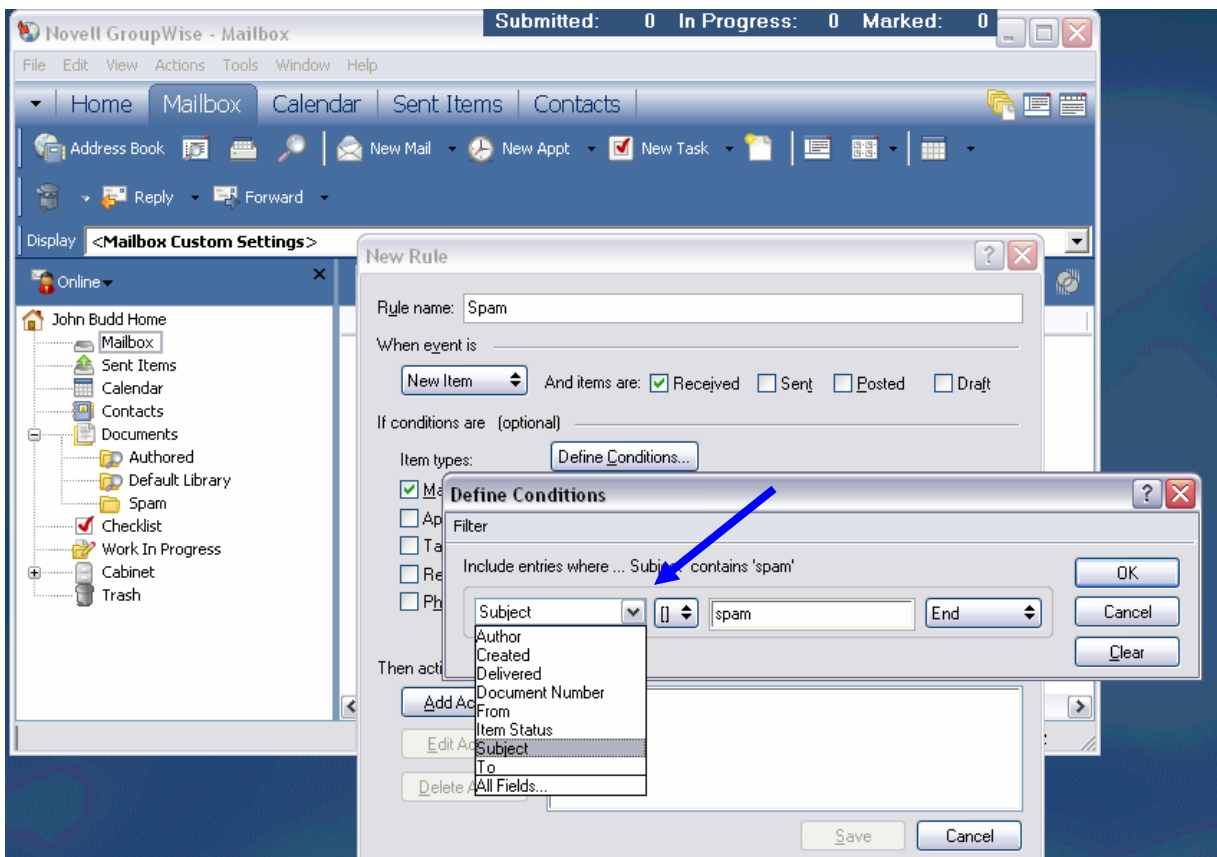
3 Type (**Spam**) for the Rule name; next click to place a check mark next to **Received** and **Mail**. The rule name should be what ever you named your folder



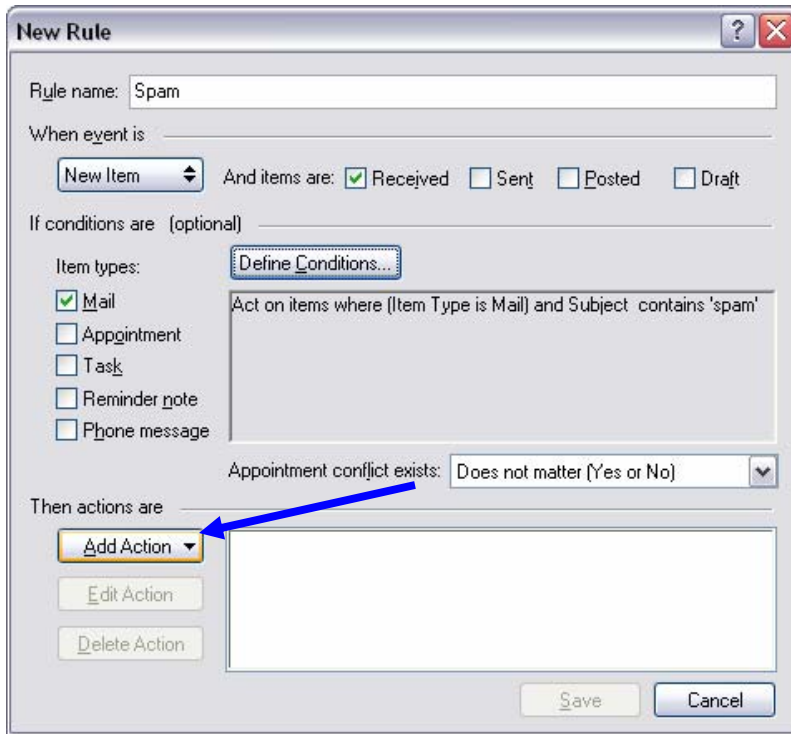
4 Click **Define Conditions**



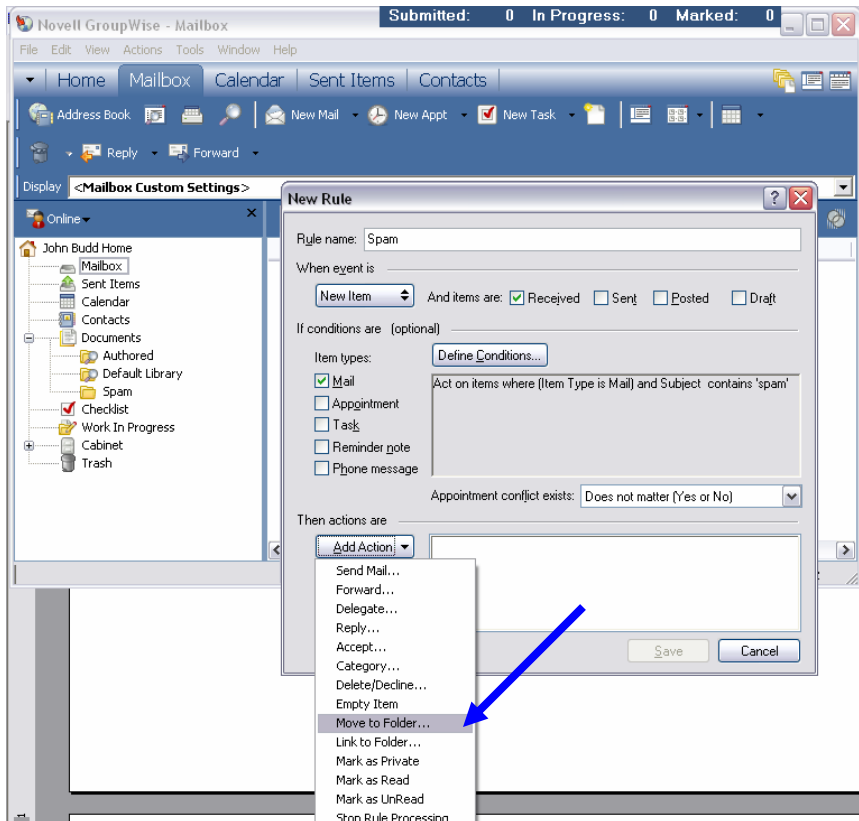
5 From the **define conditions** text box click the drop down arrow under **Include entries** where and click **Subject** and in the Subject contains type **Spam** and click ok.



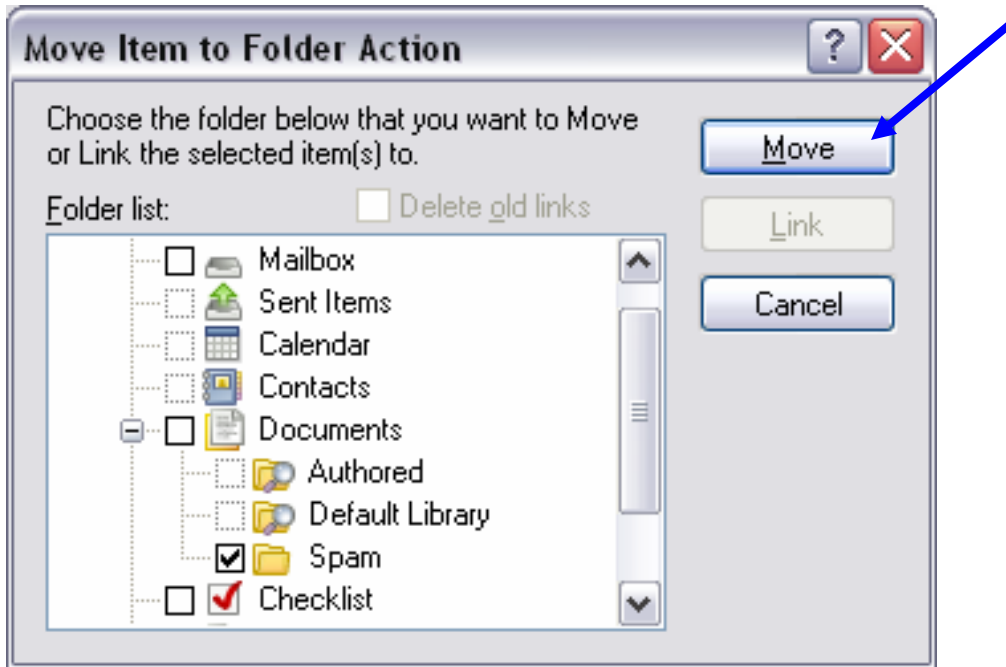
6 Click **add action** to add the contents to the folder you created.



7 Click **move to folder** from the drop down menu, and then choose your folder you created.



8 Next click **move** on the Move item to folder **Action**, click **close** on the rules dialog box. Make sure that there is a checkmark in the box next to the folder you created.



You have successfully added a rule to GroupWise sending spam to the folder you have set up.

