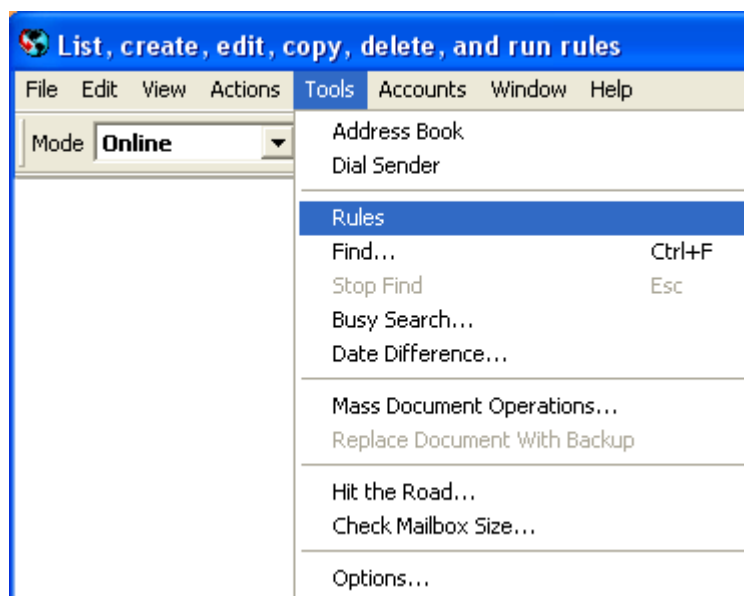

GroupWise Client Access

(On-campus Novell Network Access)

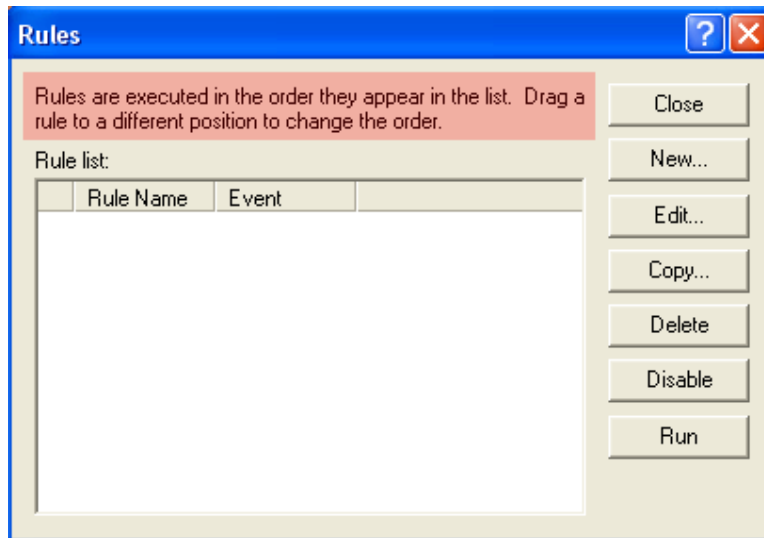
How can I block an e-mail address in GroupWise?

In order to block an e-mail address you must create a rule. Rules can be set so that GroupWise will perform a variety of tasks that you would normally have to do by hand. These tasks include but aren't limited to forwarding your e-mail to another account, auto-replying to an e-mail, deleting unwanted e-mails and automatically moving incoming e-mails into specified folders in your filing cabinet.

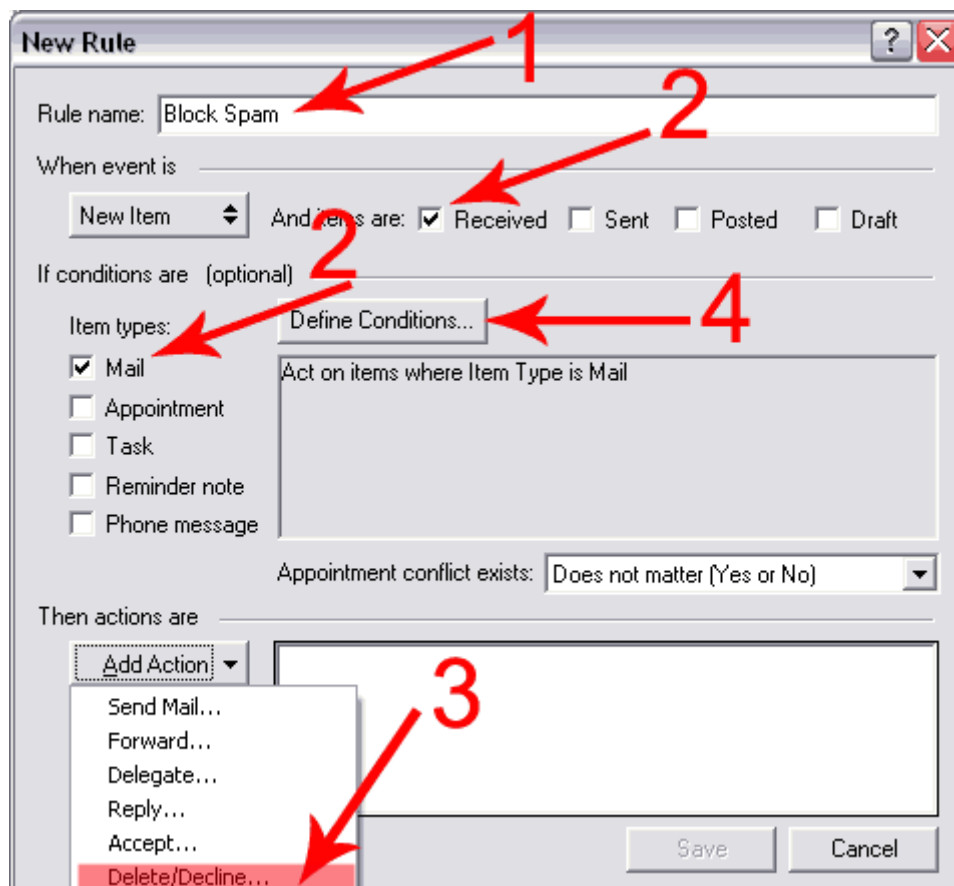
- In the main GroupWise window, click on the Tools menu.
- Select Rules from the Tools menu.



- When you select Rules from the tools menu, the Rules window will appear.



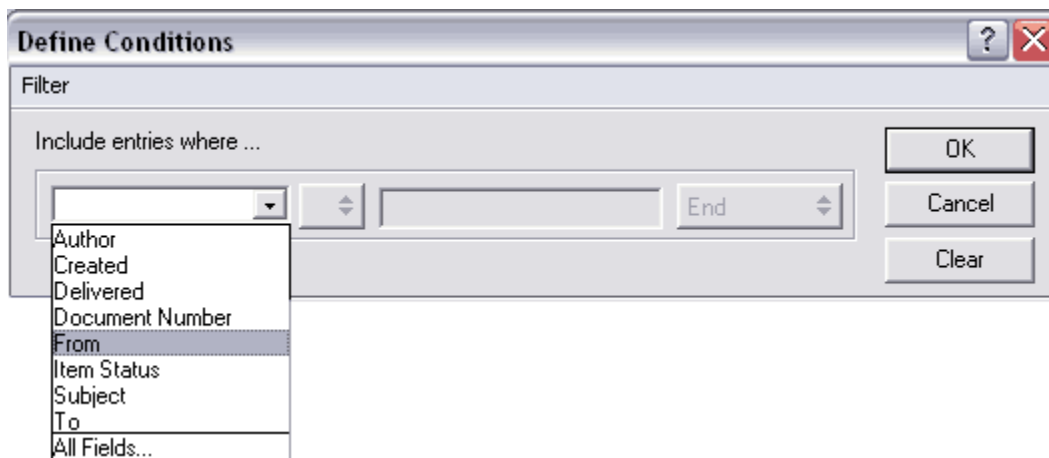
- Click on the New button in order to see the New Rule window.



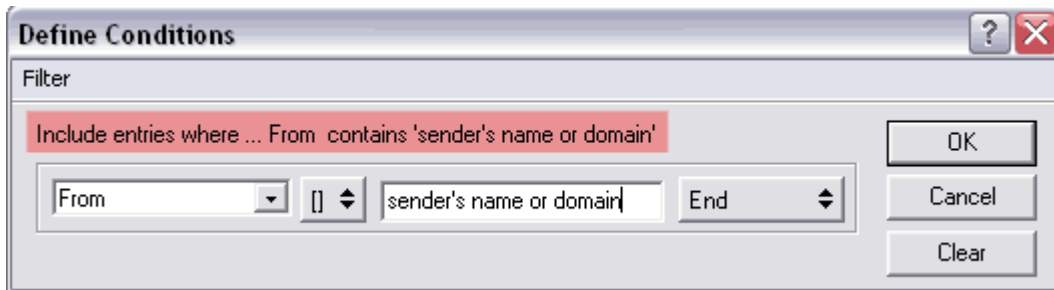
1. In the "Rule name:" box you **must** enter a name for your new rule.

2. Make sure the "Received" and "Mail" boxes are checked.
 3. Under the Add Action drop-down menu, select "Delete/Decline."
 4. Next, you must define the conditions under which you want GroupWise to delete new mail.
- Click on the "Define Conditions" button to view the Define Conditions window:

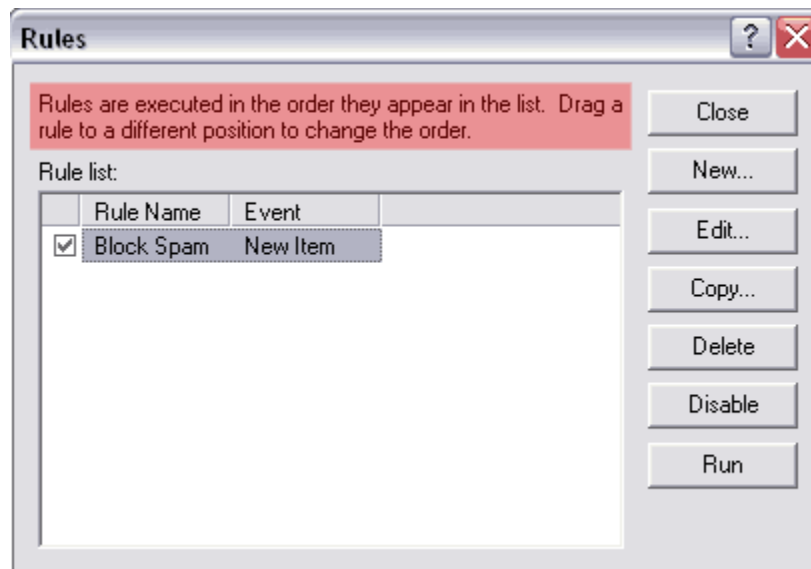
CAUTION: If you do not define conditions, the rule you create will affect every e-mail you receive; therefore if you are setting up a rule to block an e-mail address and you do not define a condition ALL of your e-mail will be blocked.



- If you want to block e-mails from a specific person or domain, (A domain is anything that appears to the right of the @ symbol in an e-mail address) select the From option in the first drop-down menu.
- If you want to block e-mails based upon the text that appears in the Subject line of the e-mail, select Subject from the drop-down menu.
- For this example, we will be using the From option from the drop-down menu.
- After selecting From in the drop-down menu, enter the sender's name or the domain you are receiving the spam from.



- Click on the OK button on the Define Conditions window.
- Click on the Save button in the New Rule window.
- In the Rules window, the checks in the boxes signify that the rule is active; if a rule does not have a check in the box, that rule will not be executed.
- If you have more than one active rule, GroupWise will execute the rules in the order that they appear within the Rules window.



If you have any problems or questions please feel free to contact Information Technology at ext. 5045 (419-289-5045 off campus) or e-mail a technician at help@ashland.edu