

## Filtering in GroupWise

These instructions are for use with the Groupwise web client. Any filtering rules set up in the web client will be reflected on your desktop client as well, should you choose to use one.

For Novell's official documentation on creating filtering rules, visit:

[http://www.novell.com/documentation/gw8/gw8\\_userweb/?page=/documentation/gw8/gw8\\_userweb/data/creating\\_rules.html](http://www.novell.com/documentation/gw8/gw8_userweb/?page=/documentation/gw8/gw8_userweb/data/creating_rules.html)

Creating a filtering rule and folder for storage of ADRP Listserv emails is a two-part process:

### **Part One: Create a New folder for ADRP Listserv messages**

- 1) In the left frame in the Folders area, click "Add Folder"
- 2) Name the folder (something like ADRP Listserv) and Click "OK."

### **Part 2: Create a Rule to move select messages to your new folder**

- 1) Click the "Options" Icon at the top center of the GroupWise Web screen. A tabbed window appears.
- 2) Click the "Rules Tab" to bring it forward.
- 3) Click the down arrow to the right of "Vacation" and click "Move to Folder."
- 4) Click the "Create" button, which brings up the "Create Rule – Move to Folder" menu.
- 5) Type a name for the rule – you may want to use "ADRP Listserv."
- 6) Click the down-arrow to the right of the "If" box and choose "From."
- 7) Click the down-arrow to the right of the next box and choose "Matches."
- 8) In the final box enter "**adrp-list@memberclicks.com**"
- 9) Click the round button beside the folder you created in Part One above.
- 10) Click the "Save" button.
- 11) The "Options – Rules" window reappears. Make sure that the box beside your new rule is checked and click the Save button.