

Managing and Saving GroupWise Rules

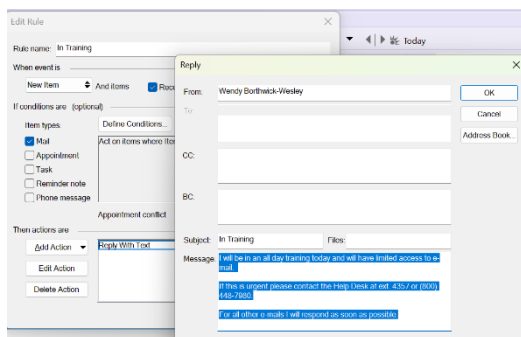
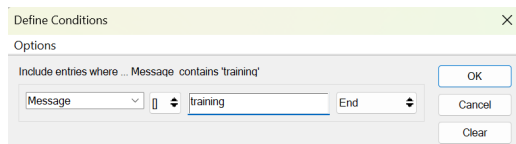
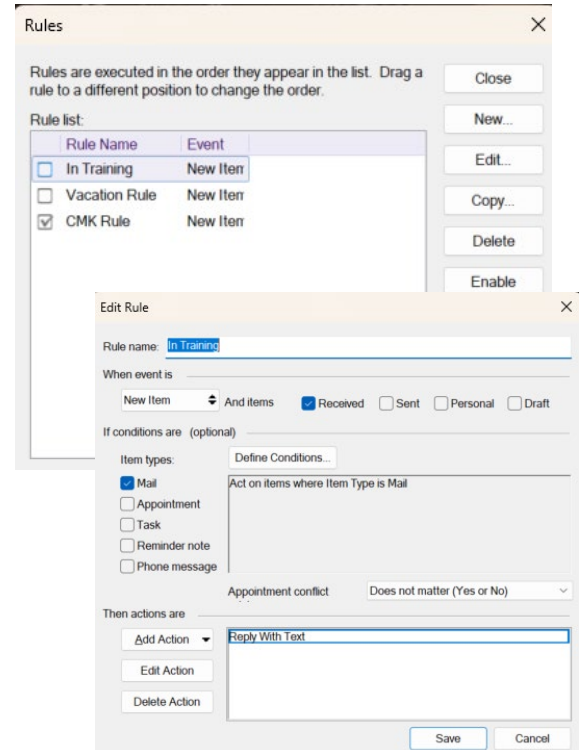
Note: Unfortunately, Rules cannot be transferred from GroupWise to Outlook. Rules will need to be created in Outlook.

If you would like to capture an inventory of your GroupWise Rules for future reference so you can add them to Outlook, please do the following.

A time-saving tip is to take a screenshot of each portion of your Rule(s). (If needed, see [How to Take and Save a Screenshot](#) on page 3 for guidance on taking screenshots.)

Saving Rules

1. Click on the **Tools** menu and select **Rules**. The **Rules** dialog box will open.
2. Make note or take a screenshot of the Rules saved in the Rule list. Paste the screenshot into a Word document.
3. Next, select a Rule so that it is highlighted, then click the **Edit** button. The **Edit Rule** window will open. Make note or take a screenshot of the **Edit Rule** window. Paste the screenshot into the Word document.
4. If the Rule contains rule directions in the **Define Conditions** section and/or the **Add Action** section – open those items and take a screenshot of those rule directions.



5. Once you have collected and saved all of the screenshots for each rule, close out of Rules.

Creating and Saving Rules in Outlook

After you are migrated to Outlook, you can recreate your mail routing, filter, auto-response, and other rule types.

Refer to the following step-by-step guidance from Microsoft:

[Set up email handling rules \(basic\)](#)

[Manage email with rules \(advanced\)](#)

How to Take and Save a Screenshot

To take a screenshot in Windows you will use the Windows Snipping Tool.

To activate the Snipping Tool, use the keyboard shortcut Windows Key + Shift + S. Your screen will go dim and a mini menu will appear at the top of your screen, giving you the option to take a rectangular, free-form, window, or full screen capture.

With these options you are able to choose how you would like to take a screenshot:

Mode	Function
Rectangular	Size a rectangle for your screenshot.
Free-form	Draw free-hand with your cursor.
Window	Choose a specific window to capture.
Full-screen	Grab an image of your entire screen.

After the screenshot has been captured, it will be saved to your clipboard and a preview notification will appear in the bottom-right corner of the screen.

Two options after capturing a screenshot:

1. Click on the preview notification window to open the Snip & Sketch app and save, share, or edit the screenshot with the available drawing tools.
2. Immediately Paste the screenshot into Word (or preferred application by using your keyboard and clicking Ctrl + V. This must be done immediately after each screenshot.