
EMAIL/VOICEMAIL WHEN OUT OF THE OFFICE (PAY-W105)

Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This work instruction is applied to set up your email and voice mail to notify when you are out of the office.

2.0 RESPONSIBILITY:

- 2.1 Lead Payroll Technician
- 2.2 Fisca

AIL

- 5.1.1 In GroupWise, click on **Tools, Rules, New**.
- 5.1.2 In the Rule Name field, type a name for the rule.
- 5.1.3 Make sure **New Item** is selected and that **t
ime you receive an item**.
- 5.1.4 Select **Mail, Appointment** and any other item types which you would like your vacation notice to apply to.
- 5.1.5 Click **Define Conditions**.
- 5.1.6 Click **Delivered**.
- 5.1.7 Click the =, a drop down list will display.
- 5.1.8 Click >= **On or After Date**. You know you have se

ar button.
- 5.1.10 Click on the first day you will be gone, and then click **OK**.
- 5.1.11 Click **OK** to return to the New Rule dialog box.
- 5.1.12 Click on **Add Action**, a drop down list will display.

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