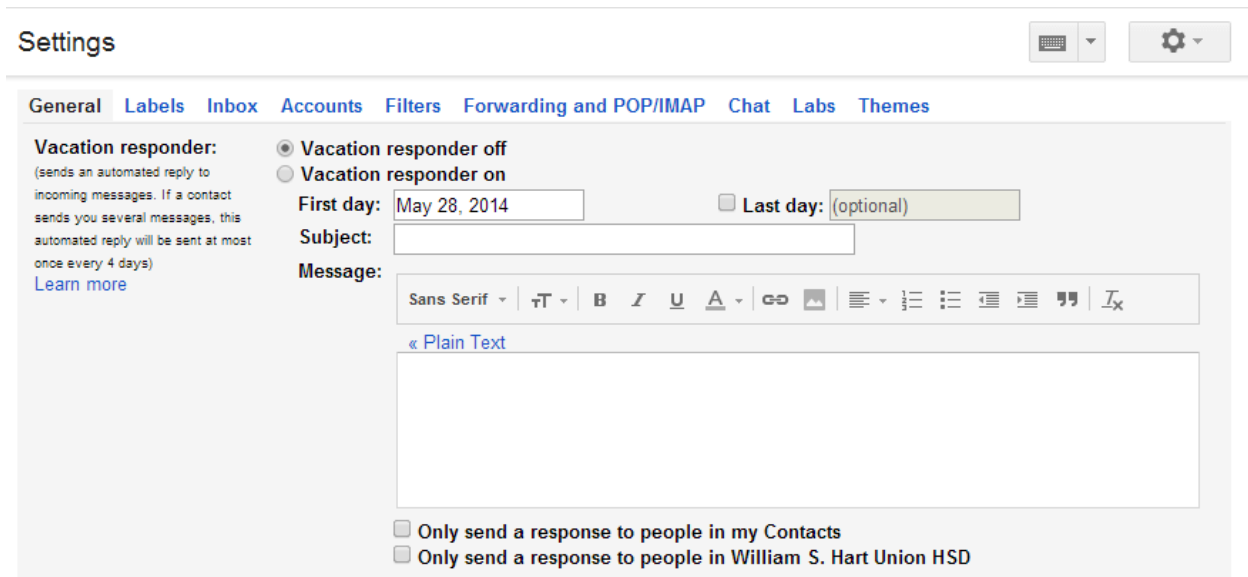


Date: 5/29/2014

Subject: Add: GroupWise to Google Mail - Rules, Junk, & Block Lists

### Addendum

If you use GroupWise rules to set a 'Vacation' or 'Out of the Office' auto-reply, that function in Google Mail is under Settings > General > Vacation responder.



The screenshot shows the 'Settings' page in Google Mail, specifically the 'Vacation responder' section under the 'General' tab. The 'Vacation responder on' option is selected. The 'First day' is set to 'May 28, 2014' and the 'Last day' is set to '(optional)'. The 'Subject' field is empty. The 'Message' field is empty and has a rich text editor toolbar above it. At the bottom, there are two checkboxes: 'Only send a response to people in my Contacts' and 'Only send a response to people in William S. Hart Union HSD', both of which are unchecked.

District Technology Services Department  
William S. Hart Union High School District

>>> District Technology Department 5/28/2014 1:45 PM >>>

We're 2.5 weeks away from going live on Google Mail! If you haven't already, please login to your @hartdistrict.org Google Mail account to ensure a smoother transition. (How to login: <http://goo.gl/G74ggd>) **Go live date is June 14, 2014!**

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If you have existing GroupWise rules, junk mail lists, or block lists, you will have to manually recreate the rules and/or lists in Google Mail, using the 'Filters' option. Take the time now to look at your existing GroupWise rules & lists and determine if any need to be recreated in Google Mail.

See your existing GroupWise rules by going to Tools > Rules in the GroupWise client.  
See your existing GroupWise junk mail list and block lists by going to Tools > Junk Mail Handling in the GroupWise client. Click on the 'Junk List' and 'Block List', and determine if any entries



need to be recreated in Google Mail Filters. (Please note that spam filtering in Google Mail will be much improved, so consider not recreating lists unless necessary.)

To access Google Mail Filters, go to Settings > Filters from Google Mail.

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Missed any of previous emails about the move to Google? You can access them all here:

<http://goo.gl/vtwvKY>

Check out the comprehensive <http://google.hartdistrict.org> website for learning the basics and beyond!