

Stirling and Clackmannanshire Education Service



20#20 Excellence in Learning Technology



A 5-Year Ambitious, Aspirational and Achievable ICT Strategy

Know Your Glow – Email Migration

2. How to tell users that your email address has changed

This help sheet shows how to create a vacation rule using the web version of Groupwise

Why do this?

You want to inform anyone who emails you that your email address has changed.

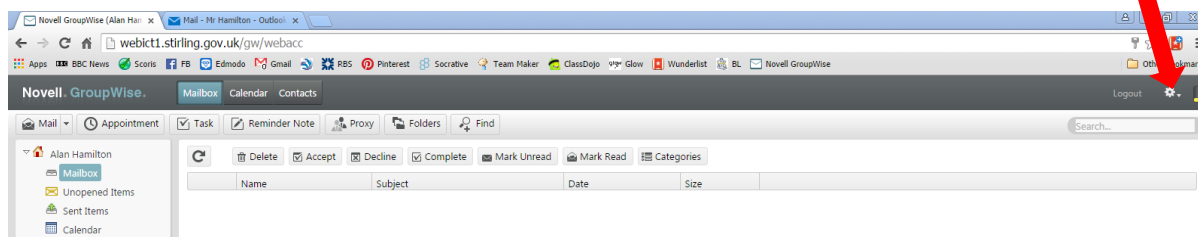
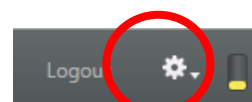
What else do I need to know?

To do this, you will need to know your new Glow username, and Glow email address. In almost all cases, your new Glow username will be in the same format as your Groupwise username and the email domain will be @glow.sch.uk

e.g. smithj01s@stirling.gov.uk will have a Glow email address of smithj01s@glow.sch.uk

What are the steps?

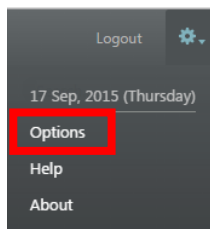
1. Log in to Groupwise as normal
2. Click on the cog icon at the top right hand corner of the screen



Improving Life Through Learning

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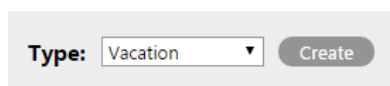
3. Choose Options



4. Click Rules



5. Select Vacation from the drop-down menu of the Type field, then click Create



6. Type a name in the Rule name field:

①

Rule name:

7. Type in a subject for your email notification, and then insert a message, being sure to include your new email address (your glow username + @glow.sch.uk)

eg: smithj01s@glow.sch.uk

②

Define Action- Enter the subject and message for your vacation rule reply.

Subject:

Message:

You can leave all other boxes blank

③

8. Click Save

9. Test your new 'vacation' rule – send a test email to your Groupwise address and check that you get a reply as expected.

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