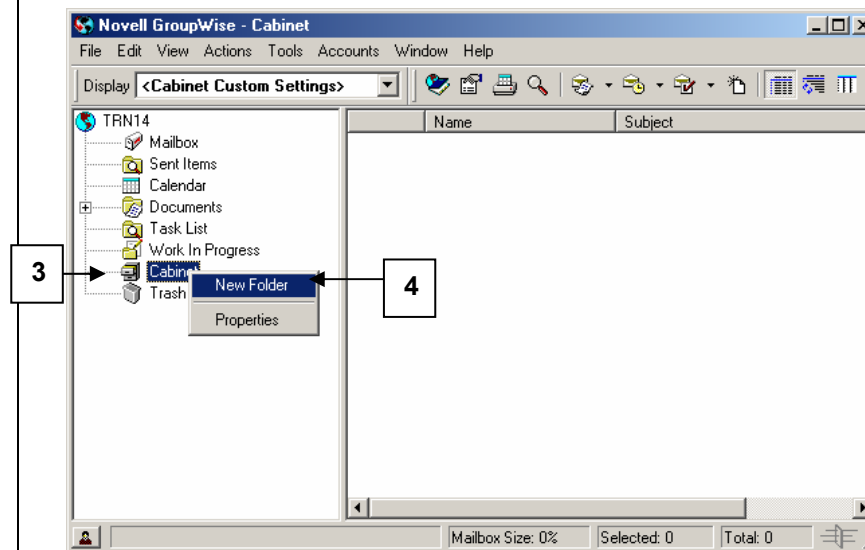
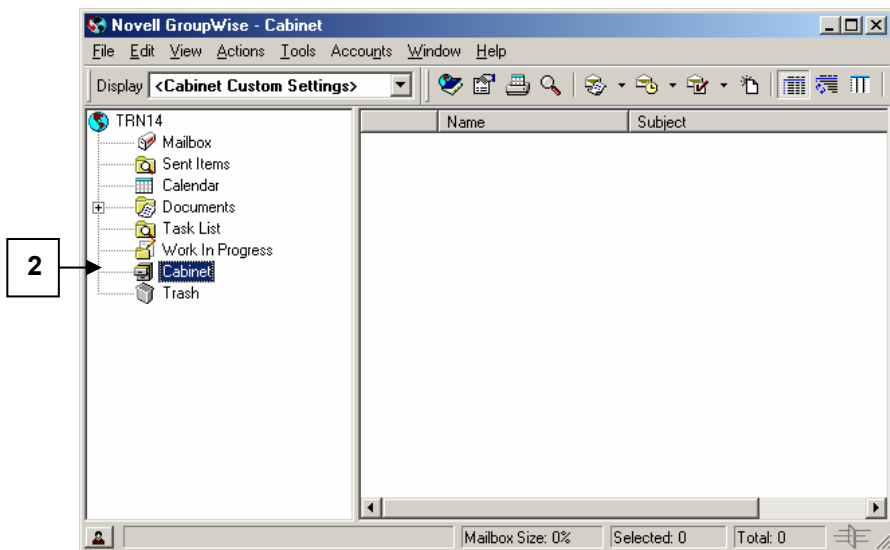


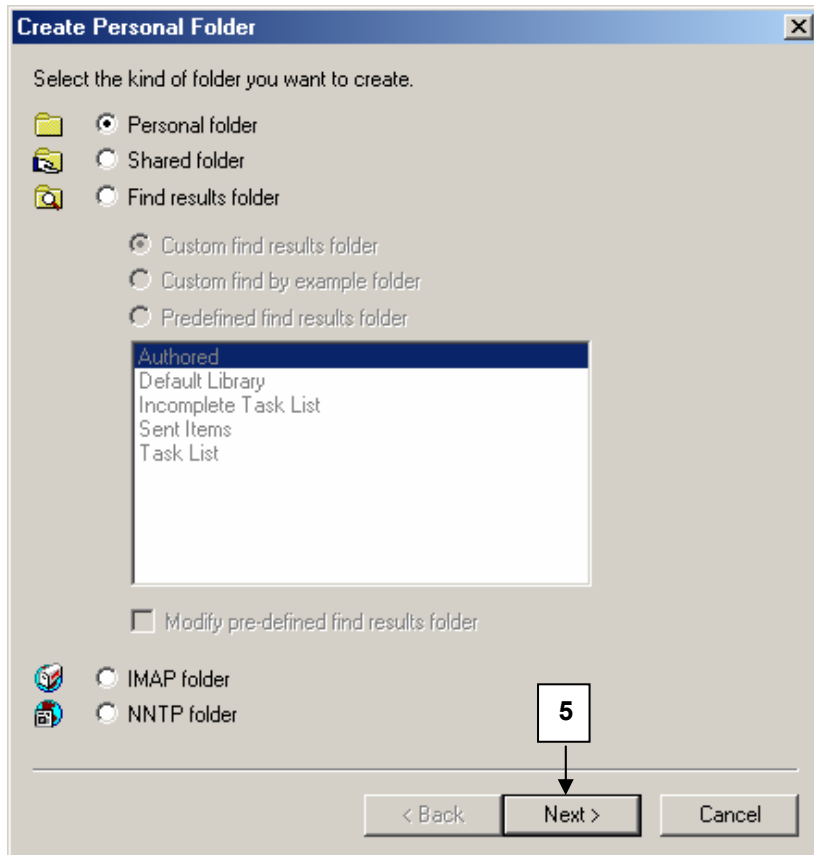
Create GroupWise Folder to File PeopleSoft Workflow E-mail

1. Open GroupWise
2. Single click on **Cabinet**.

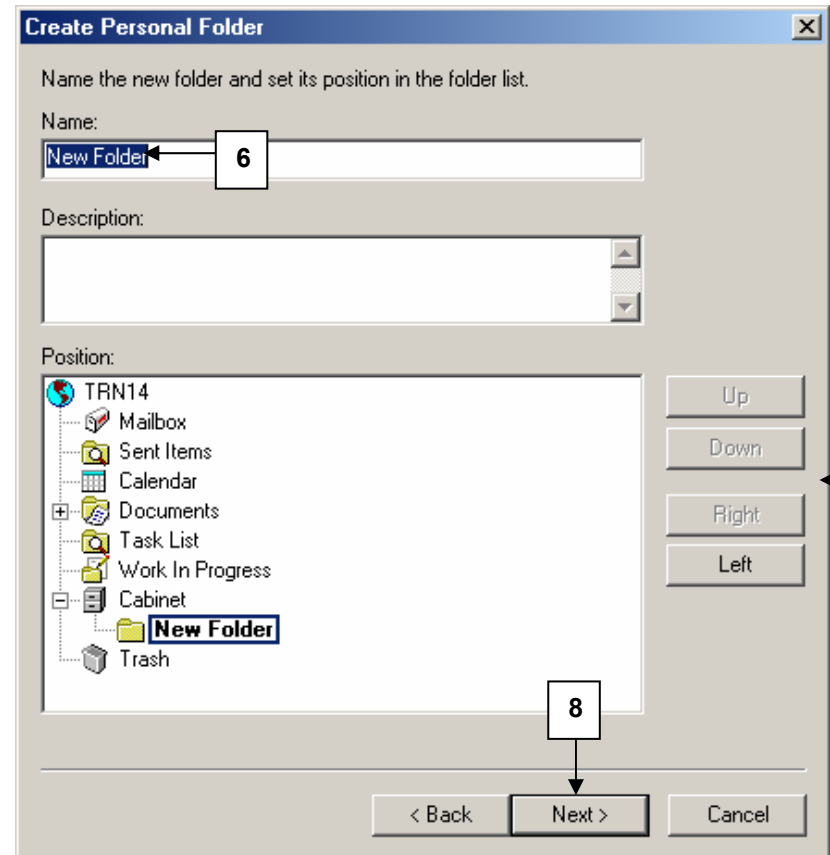
3. Right-click on **Cabinet**.
4. Select **New Folder**.




Create GroupWise Folder to File PeopleSoft Workflow E-mail

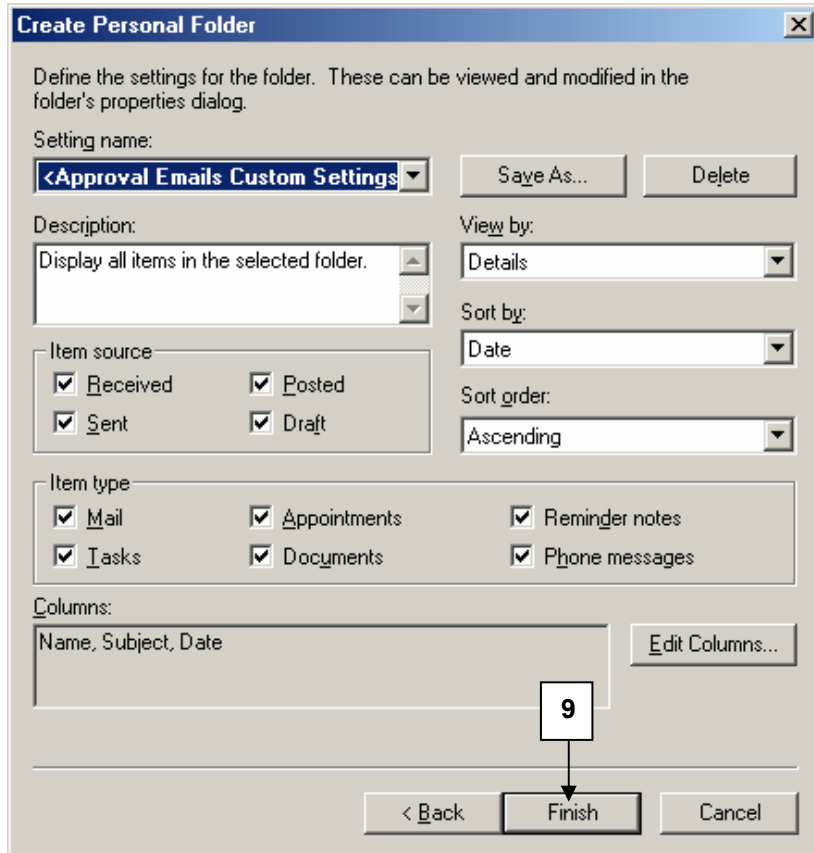


5. Click  .



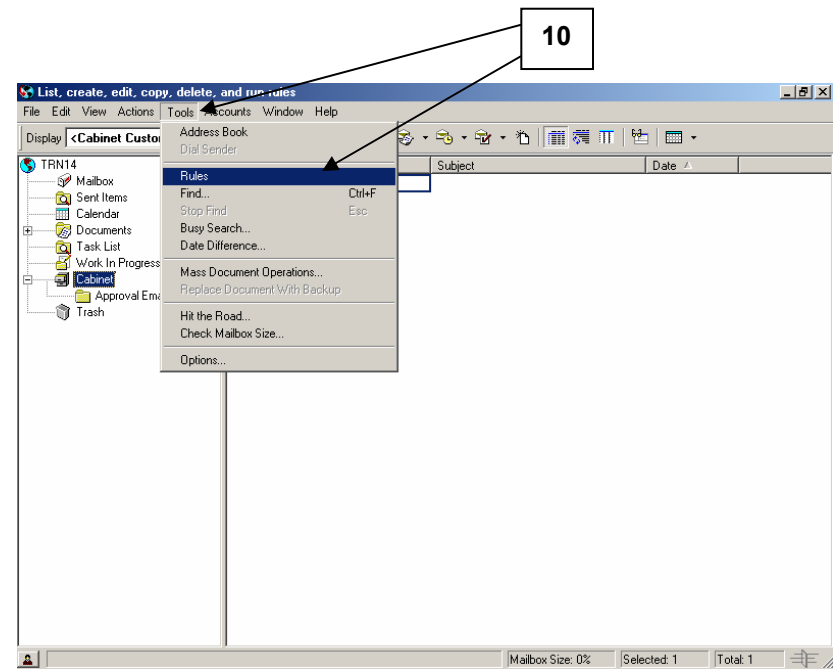
6. In **Name:** field, type desired name (e.g., Approval Emails)
7. If desired, use the Up, Down, Right, or Left buttons to reposition the folder or leave at top of the list.
8. Click  .

Create GroupWise Folder to File PeopleSoft Workflow E-mail



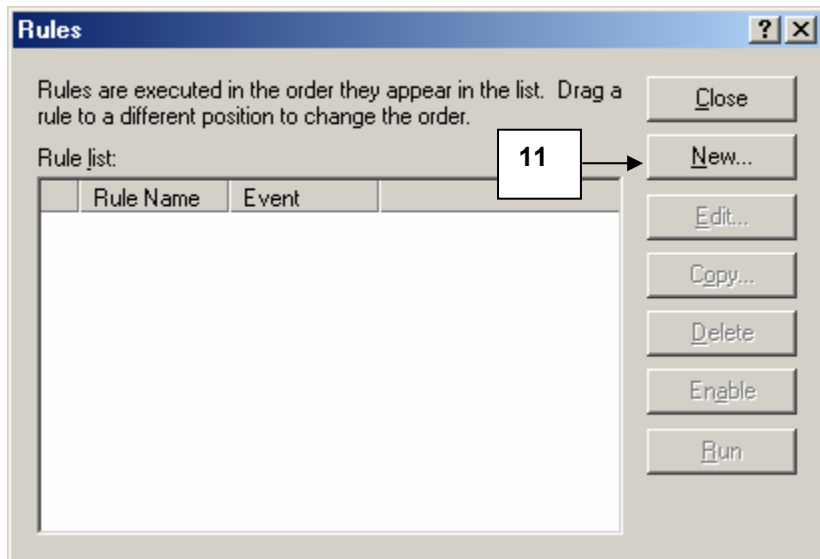
9. Click

Finish

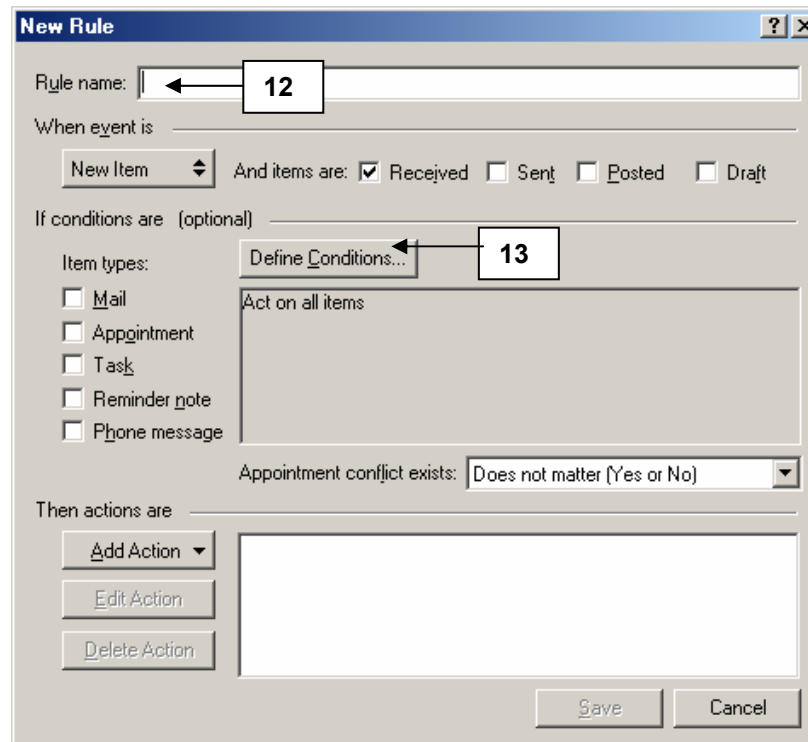


10. From menu, select **Tools, Rules**.

Create GroupWise Folder to File PeopleSoft Workflow E-mail



11. Click

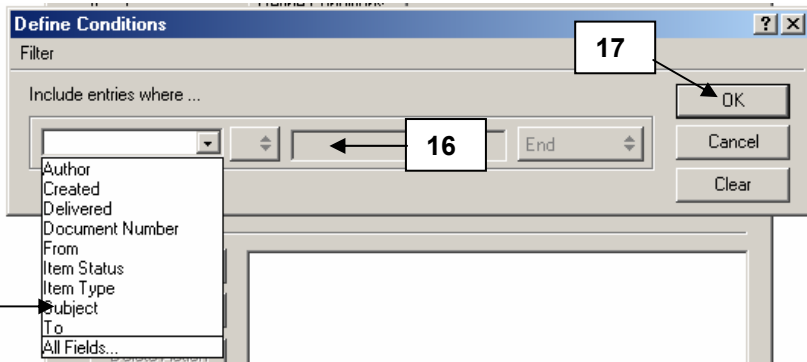


12. In **Rule name:** field, type desired name (e.g., Approval Emails to match folder name).

13. Click



Create GroupWise Folder to File PeopleSoft Workflow E-mail

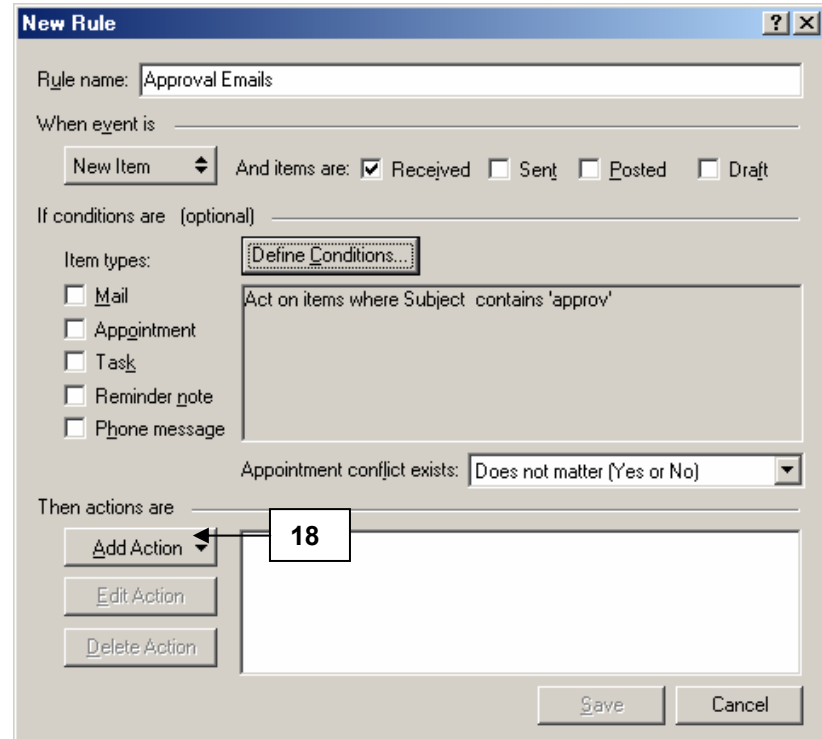


14. Select **Subject**.

15. Press T twice to white area.

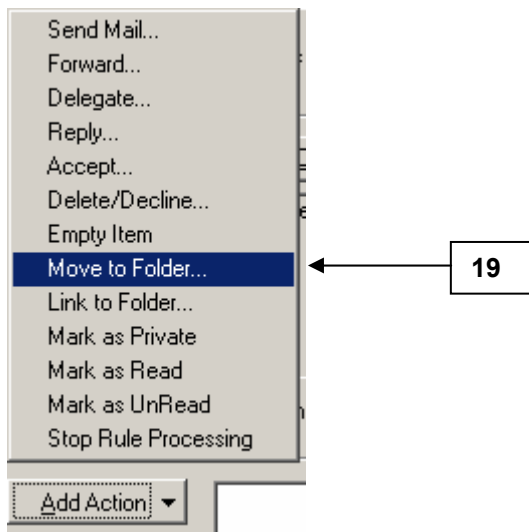
16. Enter **aprov**.

17. Click  .

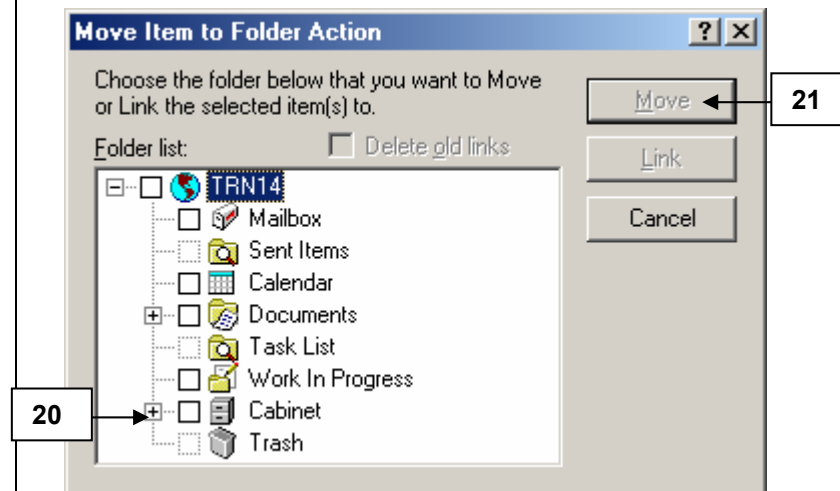


18. Click  .

Create GroupWise Folder to File PeopleSoft Workflow E-mail



19. Select **Move to Folder**.



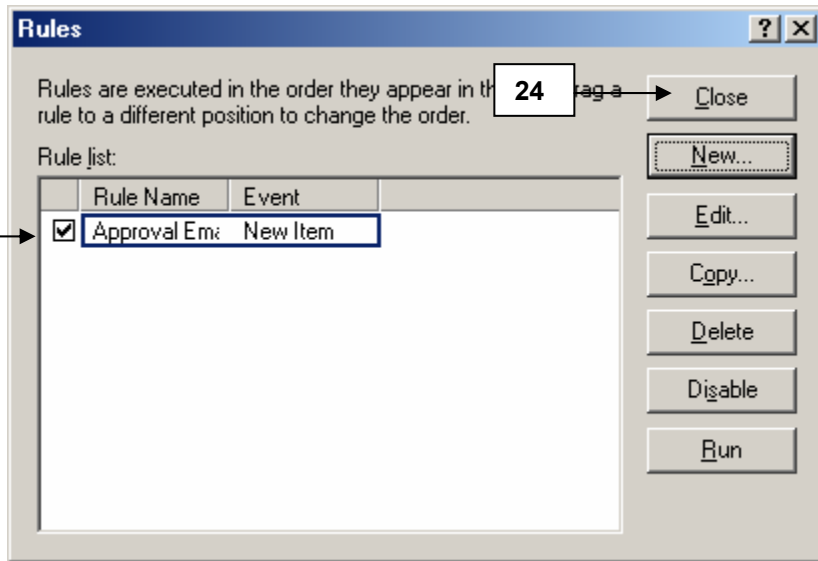
20. Click check box in front of Approval Emails folder (may need to click on + in front of Cabinet to access folder).



21. Click  .

22. Click  .

Create GroupWise Folder to File PeopleSoft Workflow E-mail



23. Verify box in front of Approval Email is checked.

24. Click .

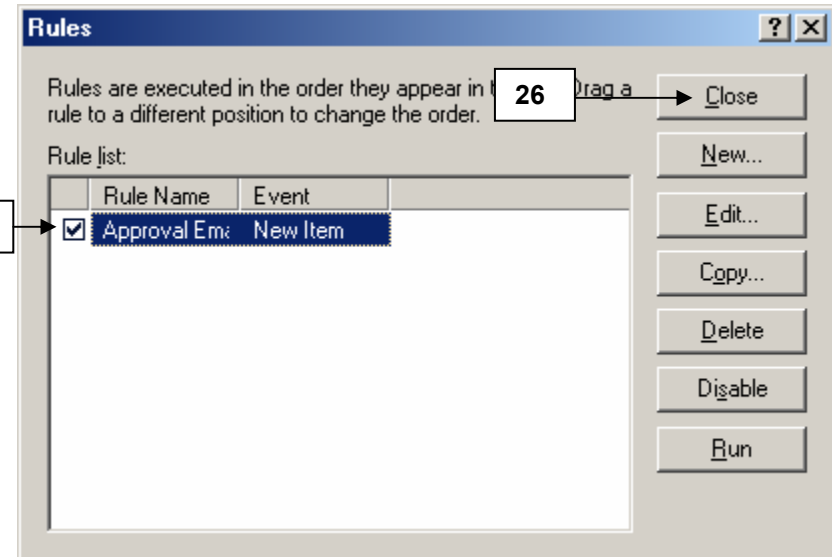
Approval emails will go directly into this new folder.

If you are the Primary Approver, you can manually move the emails to the folder by not creating the Rule.

If you are the Backup Approver, you will want to check, archive, and maintain this folder.

To remove the Rule:

From the menu select **Tools, Rules**.



25. Click check box in front of rule to deselect.

26. Click .