

How to configure a rule to check if a message did NOT get received.

Sometimes you need to take action in Outlook if you **do not** receive a message by a certain time. Auto-Mate has a special rule to handle this particular requirement.

Start by opening the Rule Manager and creating a new rule:



Then choose the following Rule Type:

A screenshot of the 'Auto-Mate Rule Properties' dialog box. The 'Rule Basics' tab is selected. The 'Group Name' is 'My Rules' and the 'Rule Name' is 'Verify that an email was received rule'. The 'Rule Type' is 'If message(s) do not exist in a folder'. The 'Older Than' is 'Any' and 'Custom days' is '0'. The 'Between Dates' are '11/17/2010' and '11/17/2010'. The 'Source Folder' is '\Mailbox - Pergenex Support\Inbox'. The 'Recurse sub-folders' checkbox is unchecked. The 'Only process newer messages since last rule execution' checkbox is unchecked. The 'Property Matching' section has 'All Properties must match before actions are performed (AND)' selected. The 'Addressing' section has 'From: someone@somedomain.com', 'To:', and 'Cc:' fields. The 'Enable this rule' checkbox is checked. The 'Add Rule', 'Cancel', and 'Apply' buttons are at the bottom.

Choose the folder to scan. You can also specify that it is from a particular user by configuring the From field. On the Properties tab you can also configure other properties to match:

The screenshot shows the 'Auto-Mate Rule Properties' dialog box with the 'Properties' tab selected. The 'Group Name' is 'My Rules' and the 'Rule Name' is 'Verify that an email was received rule'. The 'Rule Basics' tab is also visible. The 'Properties' tab contains three sections: 'Basic properties', 'Attachments', and 'Message Size'. The 'Basic properties' section has a 'Subject' dropdown set to 'All', a 'Message' dropdown set to 'All', a 'Category' dropdown set to 'All', and a 'Header' dropdown set to 'All'. There are also 'Status' (Any), 'Importance' (Any), 'Flag Status' (Don't Care), and 'Only Items That' (All Items) dropdowns. The 'Attachments' section has an 'Existence' dropdown set to 'Ignore' and a text field for '(Optional) Specific attachment names:'. There are also 'Exact match' and 'Ignore case' checkboxes. The 'Message Size' section has a 'Consider Size' checkbox and a 'Greater than: 0 KB' text field.

Auto-Mate Rule Properties

Group Name: My Rules

Rule Name: Verify that an email was received rule

Rule Basics Properties Accounts & Types Actions Exceptions Scheduling

Only consider messages that have the following properties

Basic properties

Subject: All

Message: All

Category: All

Header: All

Status: Any

Importance: Any

Flag Status: Don't Care

Only Items That: All Items

Attachments

Existence: Ignore

(Optional) Specific attachment names:

Exact match Ignore case

Message Size

Consider Size

Greater than: 0 KB

Add Rule Cancel Apply

Then choose the actions you want the rule to take if the message(s) is not found:

Auto-Mate Rule Properties

Group Name: My Rules

Rule Name: Verify that an email was received rule

Rule Basics | Properties | Accounts & Types | Actions | Exceptions | Scheduling

Perform the following actions in sequence from top to bottom

<input type="checkbox"/>	Status	Set to Unread	
<input type="checkbox"/>	Importance	Set to Normal	
<input type="checkbox"/>	Flag Status	Mark Complete	
<input type="checkbox"/>	Categories	Add To	
<input type="checkbox"/>	Subject	Prefix with	
<input type="checkbox"/>	Forward		
<input type="checkbox"/>	Reply	To Sender	
<input type="checkbox"/>	Export As	Text(.TXT)	
<input type="checkbox"/>	Attachments	Detach/Save	
<input type="checkbox"/>	Print	Default printer is not set.	
<input type="checkbox"/>	Copy To		
<input type="checkbox"/>	Move To		
<input type="checkbox"/>	Delete	Delete - move to Deleted Items folder	
<input checked="" type="checkbox"/>	Play sound	C:\Windows\Media\notify.wav	
<input checked="" type="checkbox"/>	Send Message	Network Administrator	
<input type="checkbox"/>	Run Program		
<input checked="" type="checkbox"/>	Show Alert	System Backup Confirmation not received	
<input type="checkbox"/>	Stop Processing		

Add Rule Cancel Apply


On the Scheduling tab you can configure the rule to execute on a particular day and time:

Auto-Mate Rule Properties

Group Name: My Rules

Rule Name: Verify that an email was received rule

Rule Basics | Properties | Accounts & Types | Actions | Exceptions | Scheduling

 Control how and when the rule is executed

Run Mode

☐ Automatic - managed by Auto-Mate

☐ Only run this rule during the following times:

All None M-F

☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun

From: 7:11:59 PM To: 7:11:59 PM

☒ On this day and time:

Every Day 05 : 30 : PM

☐ Manually Only - from Quick Run list

☐ List this rule in the Run list on the Toolbar and Ribbon menu

Add Rule Cancel Apply

Save your new rule and you are good to go.

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<http://www.pergenex.com/kb/index.php?View=entry&EntryID=36>