

---

# **Creating new group disclaimers**

## QS Disclaimer

Copyright © 2005 – 2007 Pa-software

May 2007

---

---

This manual is copyright © 2005-2007 Pa-software. All rights reserved.

Pa-software products and documentation are available from <http://www.pa-software.com>. You may download and use Pa-software programs, but you may not sell or redistribute them. You may download, print, copy, edit, and redistribute the documentation, but you may not sell it, or sell any documentation derived from it. You may not modify or attempt to reverse engineer the programs.

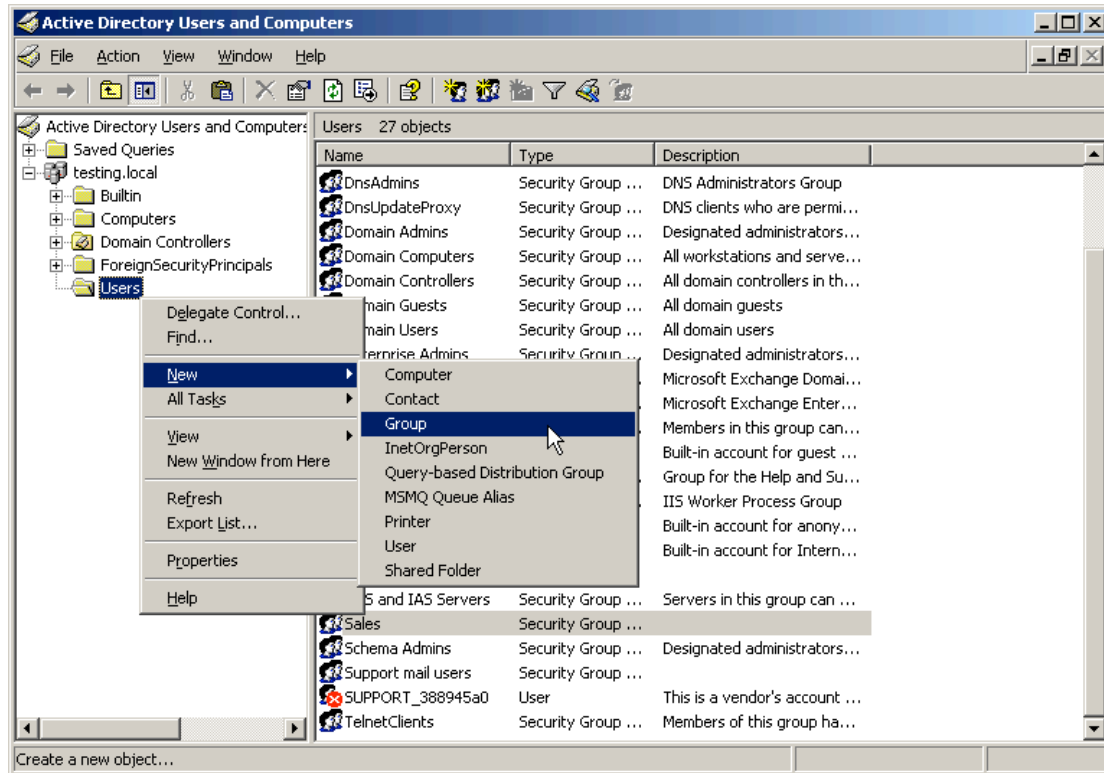
Pa-software programs and documents are available from our web site as is. No warranty or support is provided.

Pa-software assumes no responsibility or liability for any errors or inaccuracies that may appear in this book.

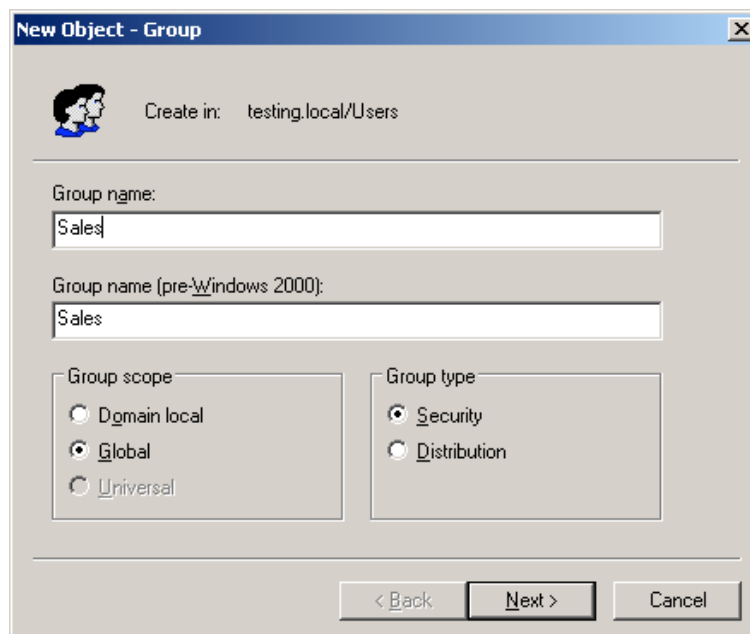
By downloading and using our programs and documents you agree to these terms.

Microsoft, Windows and Active Directory are trademarks of Microsoft Corporation. All other brands or product names are trademarks or registered trademarks of their respective companies or organizations.

## Chapter 1: Creating a new group



In Active Directory users and computers, right click on users, point to new then click on group.

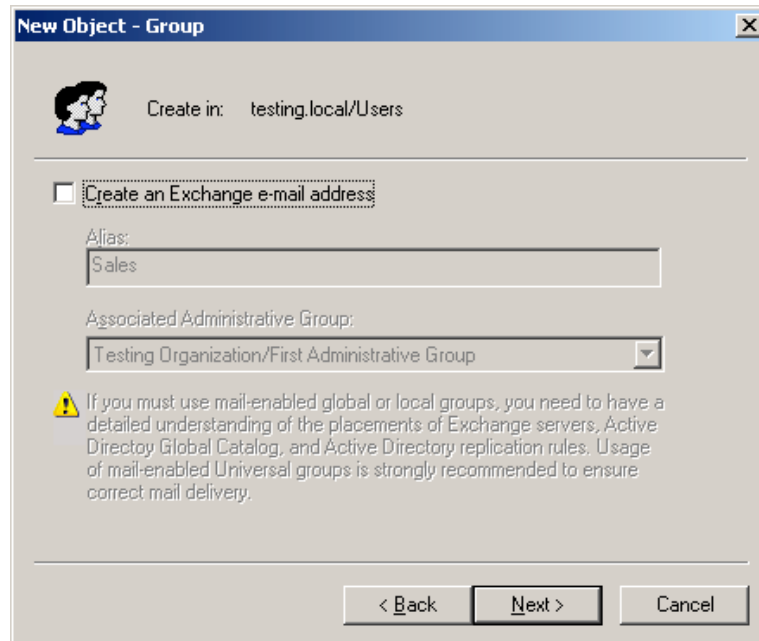


Enter a Group name.

---

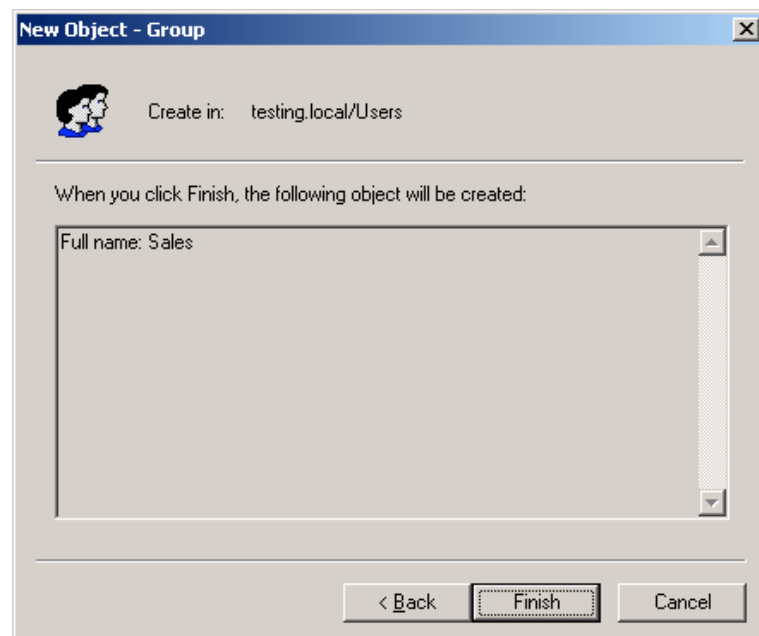
For the Group Scope use Global and for the Group Type use Security (these should be the default settings).

Then click next.



The Exchange e-mail address option can be ignored.

Click next to continue.



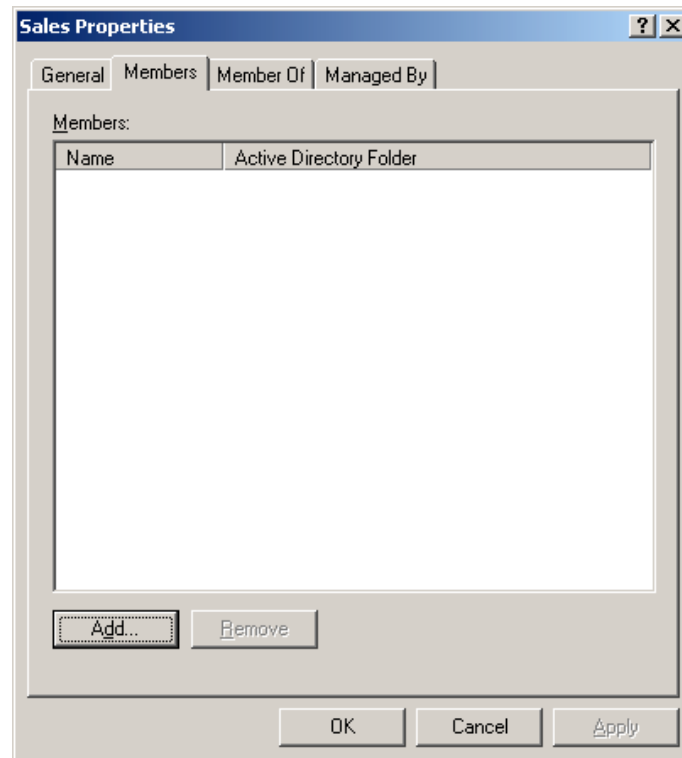
Click Finish.

---

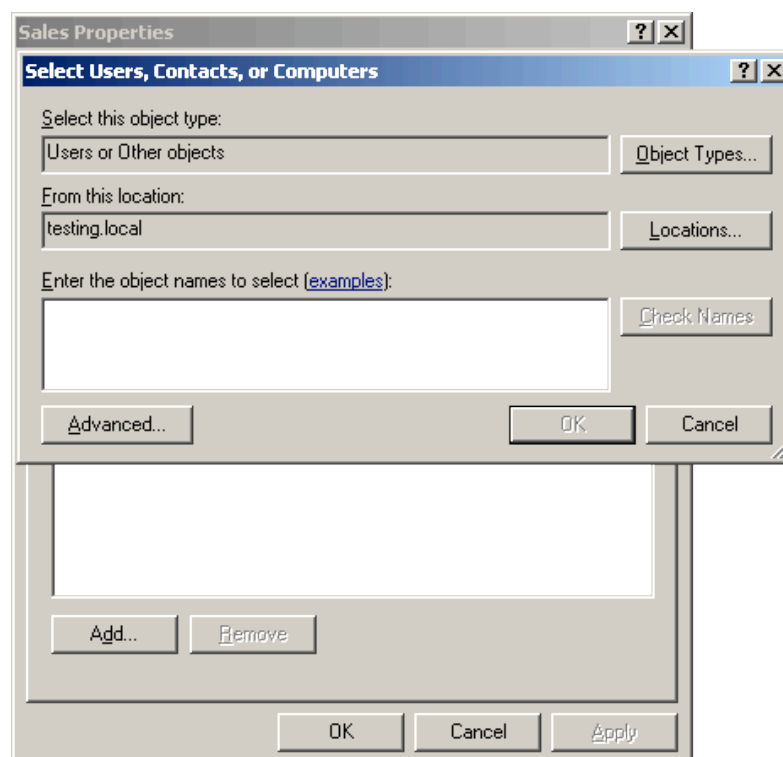
## Chapter 2: Adding members to the group

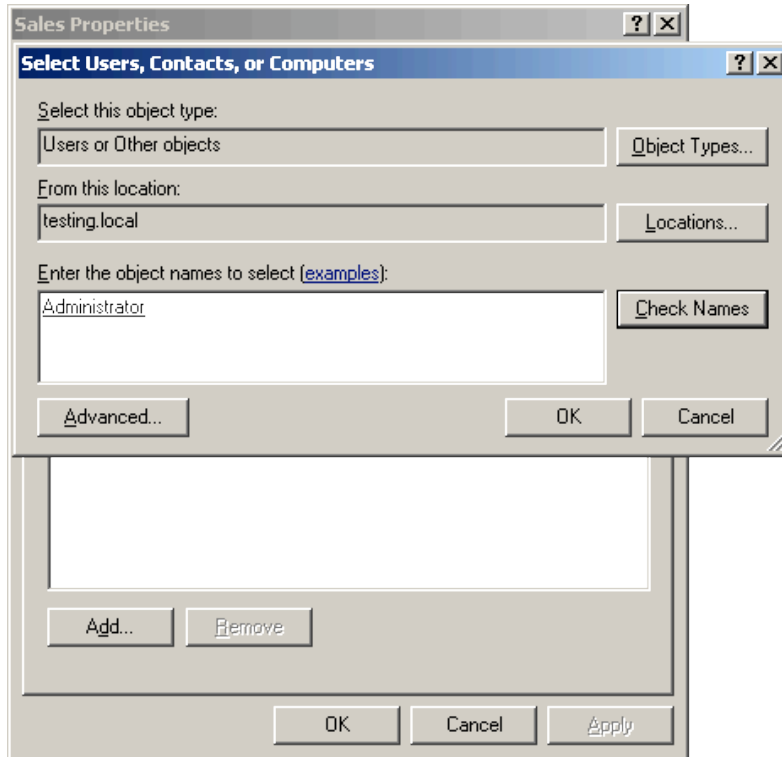
---

Double click on the group created in users and choose the members tab.



Click Add.

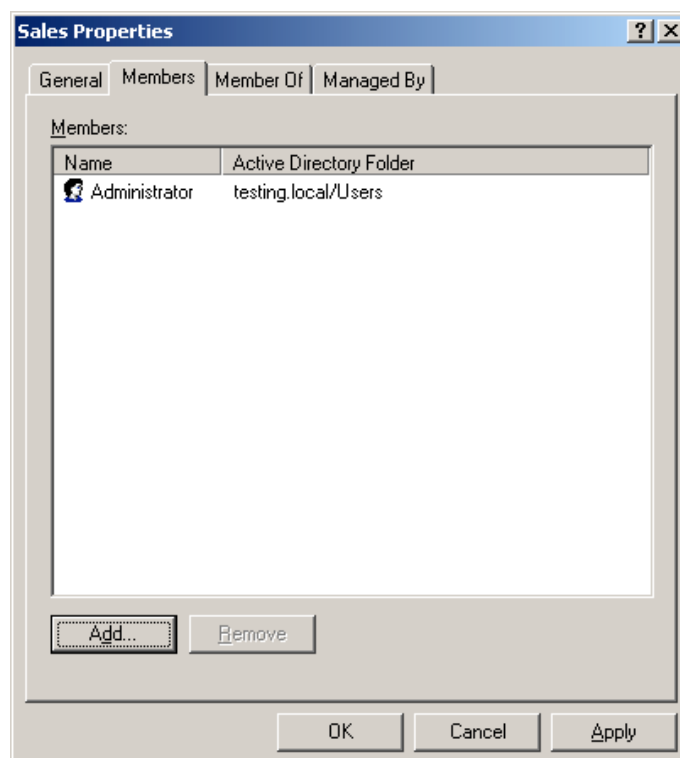




Enter the name(s) of the user(s) to be added to the group, and then click on Check Names.

Click OK to finish.

The image below shows how a finished group should look.

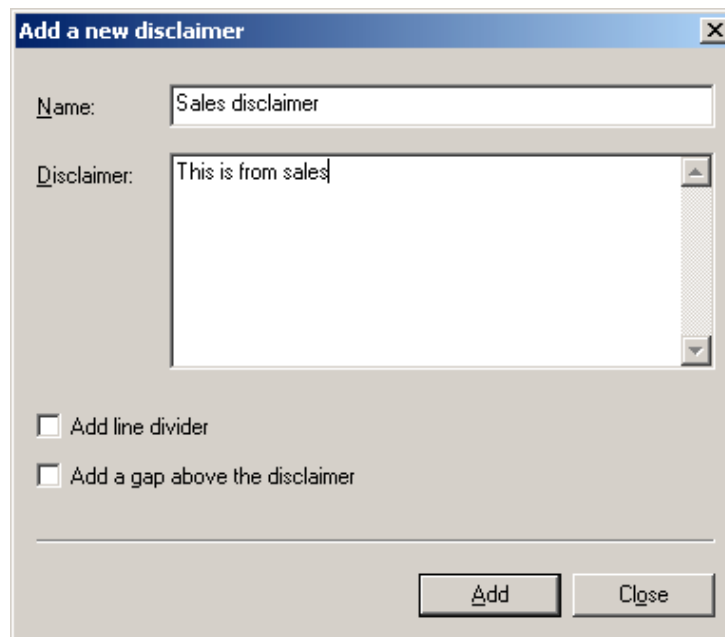
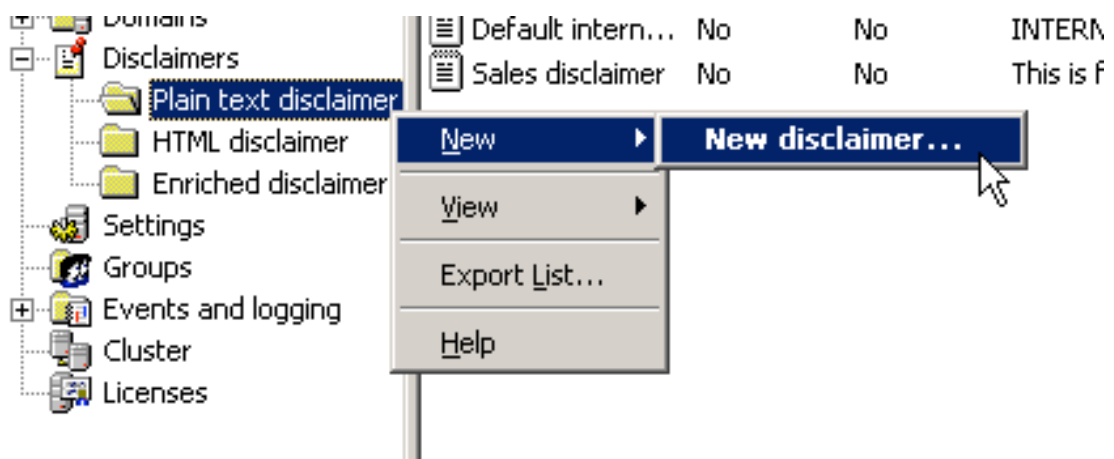


---

## Chapter 3: Adding a disclaimer for the group

---

In the QS Disclaimer manager, right click on the required disclaimer format, point to New and then click on New disclaimer.



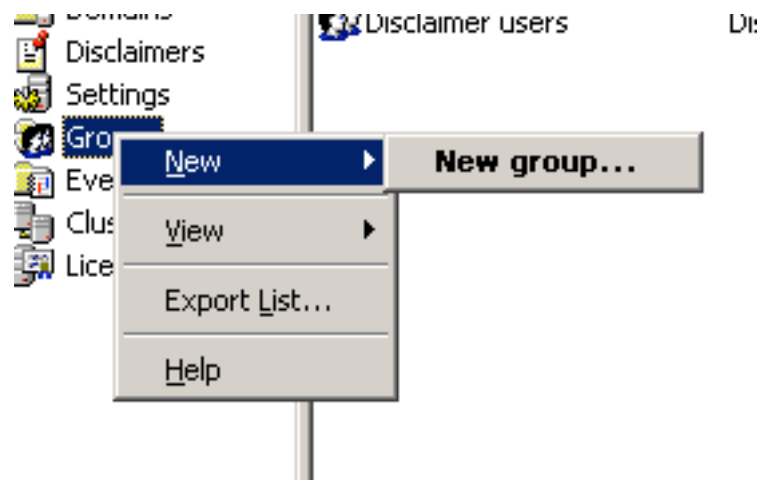
Enter a name for the new disclaimer and enter the text you wish to use as the disclaimer.

Then click Add.

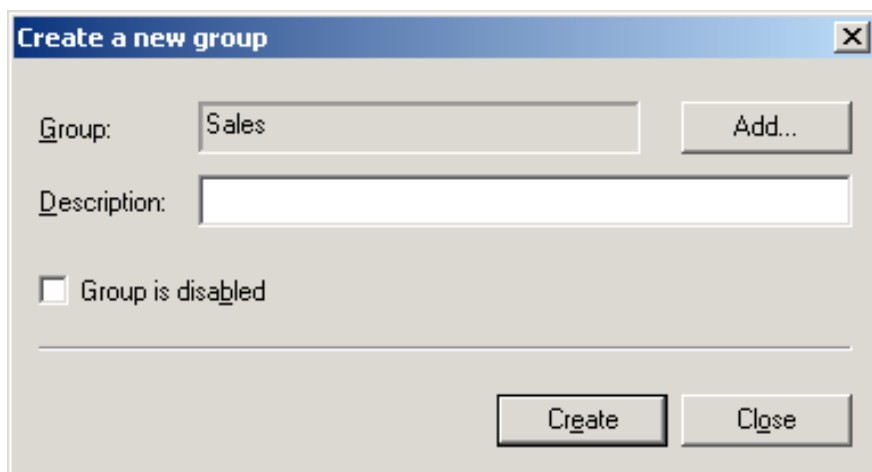
---

## Chapter 4: Adding the group to the QS Disclaimer manager

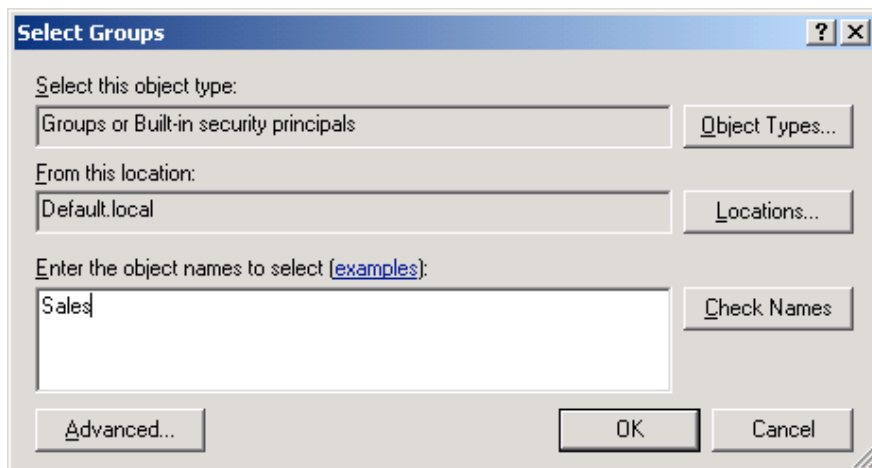
---



In the QS Disclaimer manager, right click on groups, point to New and then click on New group.



Click Add to select the new group.





---

Enter the name of the group, and then click on Check Names.

Click OK to finish.

Finally click Create to continue.

Double click on the created group.

The screenshot shows a 'Sales Properties' dialog box with the 'General' tab selected. The title bar includes a help icon and a close button. Below the title bar, there is a 'Group settings' section with a small icon of two people. The 'Name' field contains 'Sales' and has an 'Add...' button to its right. The 'Description' field is empty. The 'Status' dropdown menu is set to 'Enabled'. Below these fields are three disclaimer dropdown menus: 'Plain text disclaimer' is set to 'Sales disclaimer', 'Enriched disclaimer' is 'Not defined', and 'HTML disclaimer' is 'Not defined'. At the bottom of the dialog, there is a note: 'Please note: Group settings only affect external (outbound) mail delivery.' and four buttons: 'OK', 'Cancel', 'Apply', and 'Help'.

Chose the relevant Plain text disclaimer from the drop down menu.

Click OK to finish.

**Note:** All messages sent from sales group e.g. admin, will have the sales disclaimer added, unless the mail is internal in which case the internal disclaimer (if an internal disclaimer is enabled) will override the external disclaimer.

---

## Appendix A: Using the built in groups

---

The two default groups (*Disclaimer exempt users* and *Disclaimer users*) are added to Active Directory in the same way as shown in chapter 1 and 2.

The only difference in the creation of the default groups, is that the groups must be added in the Users Section of Active Directory and not in an Organization Unit.

