

Creating Address Groups using the GroupWise Client

The "Address Selector" is used to create groups in GW

- In the main GroupWise window click the Address Book button.
- Select the book where you would like to store your new group, then click New -> Group.
- Name your group (this will be the name you will use to address a message to your group) and add any *Comments* if you wish. Click the *Members* button to see a listing of all of the contacts in all of the address books.
- Use the *Look in* selector to display the contents of your various address books. (The *Novell GroupWise Address Book* is the district directory.)
- Drag and drop (or double-click) names to add them to your group. (The names will appear in the right pane when they are added to the group.)



- To add a name that isn't already in one of your address books, select an editable book (NOT the district directory) then click the *New Contact* button. Fill in the appropriate information to add them to your address book. After the person is in a book, he/she can be added to a group.
- ▶ Click *OK* when you have added all of the names to your group. Click *OK* again to close the New Group window.
- The new group should now appear in the address book you originally selected to hold the group.
- NOTE: In the upper right corner of the Address Book window, you will either see Name Completion Position: # or Name Completion Position: Not Searched. If you see Not Searched that means the selected book will not be searched to auto-complete addresses when you type them in a message. To add a book to your auto-completion search list, click Not Searched and add the appropriate book.

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Γ	Novell GroupWise Frequent Contacts	Look For:		

NOTE 2: Since the GW client and webmail share the same address books/groups, the group will also be available in webmail. The group name should also auto-complete in webmail, but if it doesn't, you can click the *Address Book* button, then select the appropriate book and select the group.

Addressing a Message to a Group

- If the book containing the group is part of the auto-completion search list, just type the name of the group.
- If the book containing the group is not part of the auto-completion search list, open a new message, click the *Address* button, select the appropriate address book in the *Look in* field then double-click the name of the group to make it a recipient. (From this window, you can also select a group and click the *Details* button to view or edit the list of recipients.)

Creating Address Groups using Webmail

- Login to webmail (<u>http://webmail.mtwp.net</u>).
- On the main WebAccess page, click *Address Book* on the toolbar.
- Under *Address Books*, select the address book containing contacts you want to add to your new group.
- Search for and select each user, click To, CC, or BC for each user, then click *Save Group*.
- Type a name for the group.
- (Optional) Type any comments, such as a description for the group.
- Click *Save* to save the group in the personal address book you previously selected.

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