

# GroupWise

## Creating Personal Address Books

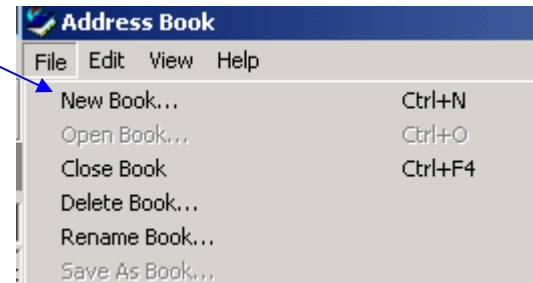
By creating a personal address book, you have the ability to be the “keeper” of this book. You can add, edit, delete and ever share these books with others on GroupWise.

### Creating a Personal Address Book

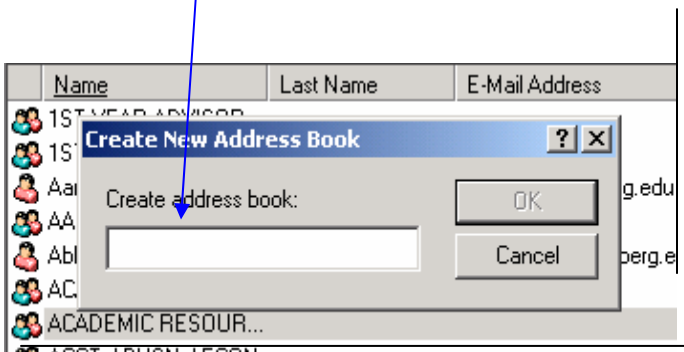
1. In the Main Window, on the toolbar click Address Book .



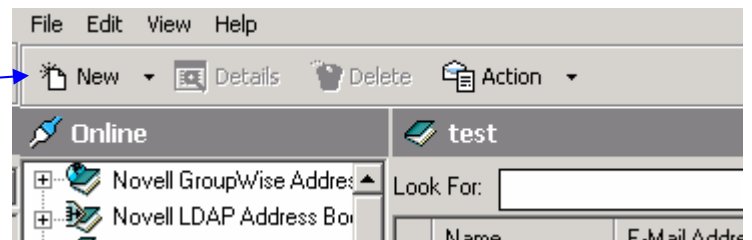
2. Click File, then click New Book.



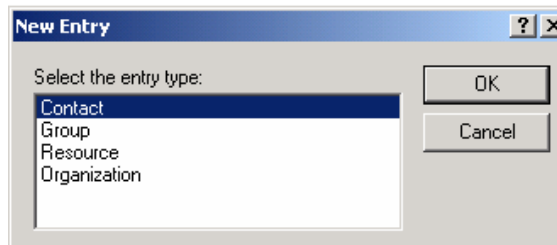
3. Type a name for the new book, then click OK.



4. To add new entries to the new address book, click the address book you just created, then click New on the toolbar.



Click the Entry Type, then click OK.




5. Fill in as many of the fields you want for the New Contact entry.

6. Click OK.

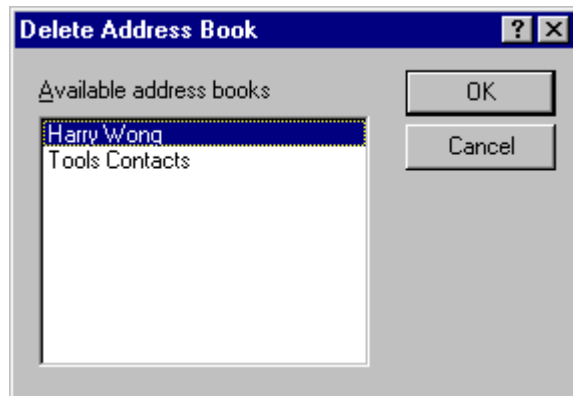
7. To copy entries to the new address book from existing address books, click the existing address book, click an entry, then drag the entry to the new address book.

## Deleting a Personal Address Book

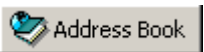
1. In the Main Window, click  on the toolbar.
2. Click File, then click Delete Book.

The list of available books will show up. Click or Ctrl+click the books you want to delete, click OK, then click Yes.


**NOTE:** After it is deleted, a personal address book **cannot** be recovered.

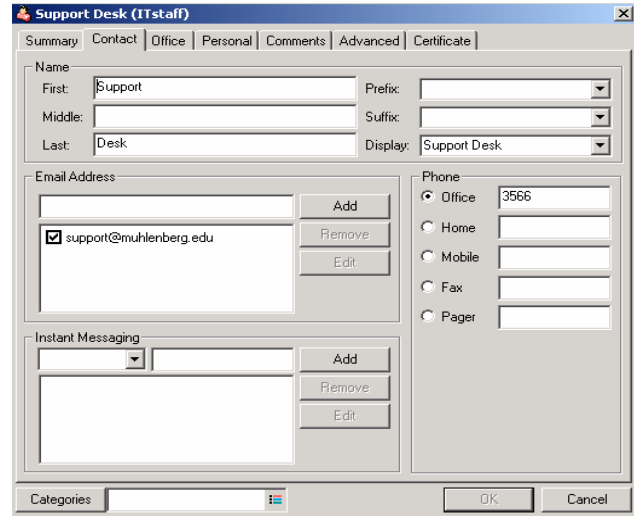


## Deleting Entries from a Personal Address Book

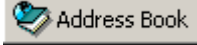


1. In the Main Window, click  on the toolbar.
2. Click an address book, then click or Ctrl+click the names you want to remove.
3. Press the Delete key, then click Yes.

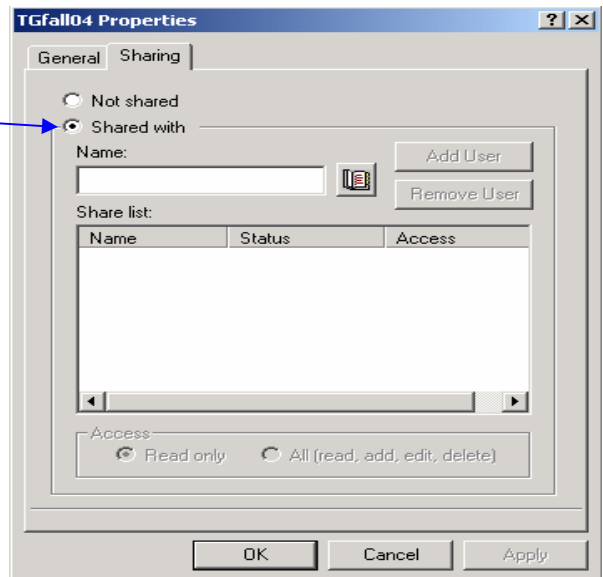
## Editing Entries in a Personal Address Book

1. In the Main Window, click  on the toolbar.
2. Click an address book, then double-click the name you want to edit.
3. Edit the information on the different tabs, then click OK.



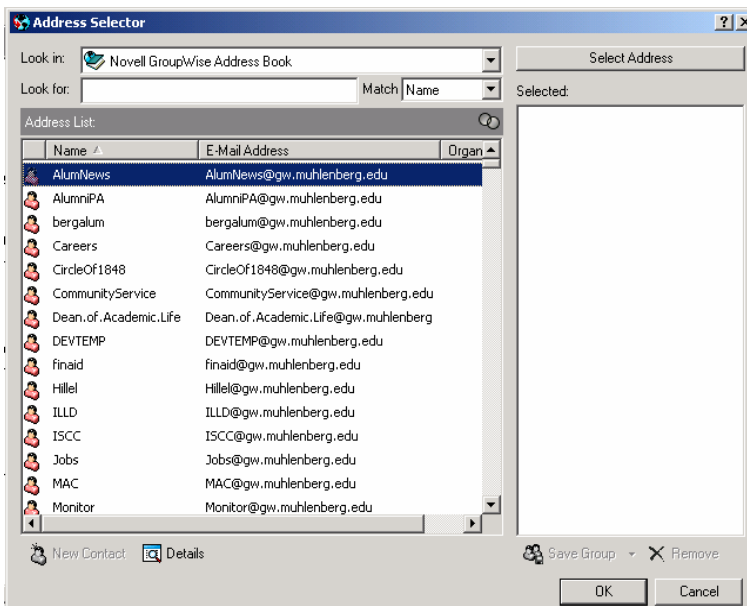
## Sharing an Address Book with Another User


1. In the Main Window, click  on the toolbar.
2. Right-click the address book you want to share, then click Sharing.
3. Click the Shared With radio button.
4. If you do not know the name of the person, click . You must select a name from the GroupWise Address book. If this is not selected, click on the  down arrow.
5. Click each user's name in the Share List, then assign him or her Access rights in the Access group box.
6. Click OK to save your changes and close the Properties dialog box. or click Apply to apply your changes and keep the Properties dialog box open.



When you click OK or Apply, the person with whom you want to share the address book receives a notification.

The Status column displays as Pending until the user accepts or declines the shared address book request, then the column is updated to reflect the user's selection.



In the Address Book, shared address books are marked with the  icon.

You and the users you share an address book with can arrange your address book columns differently. You cannot share address books across external domains.

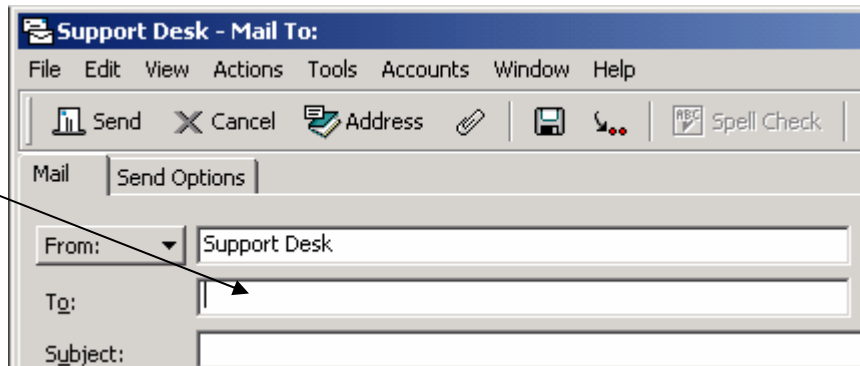
## Create a "Group" from an Excel file

From an existing Excel file, select by highlighting the column that has the email addresses and Copy (Alt C).



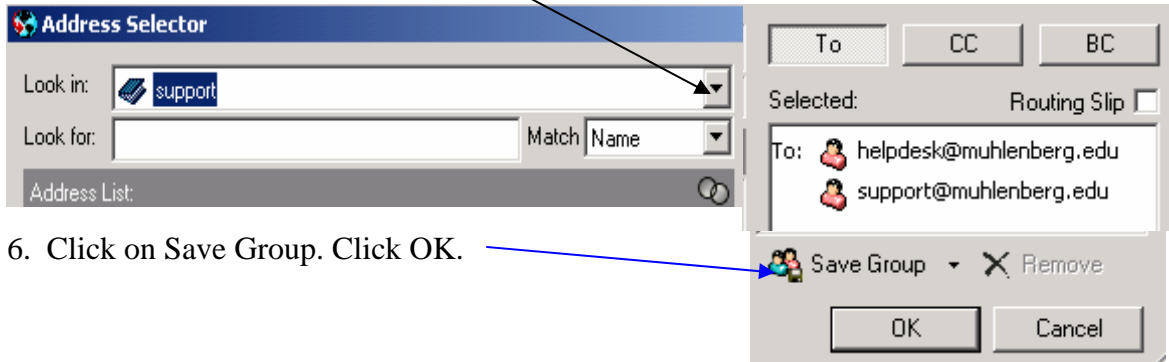
2. In GroupWise, click on New Mail.

3. In the To: field, position your cursor and select Paste (Alt V). All the copied names will start appearing in the To: field.



4. When it appears that it is done copying, click on Address Book. (cursor will start blinking in the To field when finished)

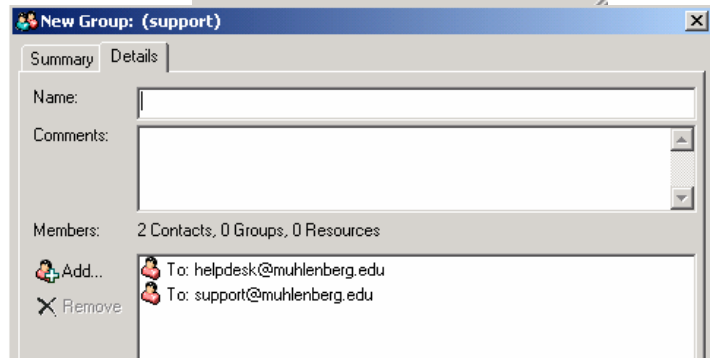
5. All the email address names will appear under Selected. Click the down arrow until you find the book where you want to save this group. (It may be a good idea to create your book in GroupWise first).



6. Click on Save Group. Click OK.

7. Name your New Group.

Click OK.



You will now be placed back in your new mail part of GroupWise.