GROUPWISE ADDRESS BOOK

Personal GroupWise Address Books can be created for different groups or functions, and can be managed using the tools below.

USING AN ADDRESS BOOK

1. Click the GroupWise Address Book icon on the Toolbar, or click Tools > Address Book to open the Address Book window.

2. Click on an Address book name to display the contents.

3. Scroll down to locate a name, or begin typing name in the “Look For” field.

4. Double-click on a username or email address to view contact information. NOTE: You can also edit contact information here.

5. Click the Send Mail button to compose a new message to the selected address.

6. Press Close to cancel the operation.

COPY ADDRESS TO ANOTHER BOOK

1. Right-click on the person or group you want to copy > Click Copy.

2. Select the Address Book you want to copy the information to, click OK.

OR

1. Click and drag the name from one address book onto the name of the destination address book.

2. Once the ‘icon man’ appears, release the mouse button and the name will be copied to the new book.
CREATE A NEW ADDRESS BOOK

1. Click File > click New Book, OR press CTL + N.
2. Fill out a name for the address book and press OK.
3. Add names as desired; names can be dragged from another book to the new book.

RENAME AN ADDRESS BOOK

1. Right click on the address book.
2. Choose Rename Book and fill out the desired name.
3. Click OK.

DELETE AN ADDRESS BOOK

1. Right click on the address book.
2. Choose Delete Book…
3. GroupWise will warn that deleting the address book will also delete the stored information. Select Yes in order to delete anyway.

ADD AN ADDRESS TO A BOOK

NOTE: You cannot add an address to the Novell Groupwise Address books, only your personal books.

1. From the Address Book window, select the book you want to work in > Click the New Button
2. Select Contact > click OK
3. Click the Contact Tab
4. Complete the information for your contact including the email address
5. Click Save then Close
MANAGE ADDRESSES

Sort Addresses: To change the order in which items are sorted, in the Address Book window:
1. Highlight the Address Book name
2. Go to Edit > Columns > click Ascending or Descending
3. To add or delete columns, click on the column heading to toggle a column on or off

Display Name Format: To change how names are sorted, by First or Last name:
1. Go to View > Name Format
2. Highlight the Address Books to be changed
3. Click the radio button for ‘Show First name then last name’ OR ‘Show Last name then first name
4. Click the button ‘Apply to Selected Books
5. Click OK to close

FILTER ADDRESSES

You can create a filter which prevents defined items from being viewable in an Address book. In this example we will filter Students out of the GroupWise Address Book view.

1. From the Menu Bar, click View > Define Custom Filter
2. Click the drop-down arrow in the first field > select “Department
3. In the second field, add the expression “Not Equal to”
4. In the third field type “Student” > in the last field select “End” > click OK.

This will filter out any entry for “Department” Not equal to “Student” so that ONLY Student addresses will appear.

To Remove the Filter: Click View > click Filter Off
SHARE AN ADDRESS BOOK

1. Right-click on the name of an Address book
2. Click Sharing from the drop-down list
3. Under ‘Shared with’ in the Properties window, begin typing a name, or click the Browse icon to find names in the Address books
4. Once the user’s name is in the Name field, click the Add User button to add to the Share list
5. Click Apply; you may type a custom message that will be sent notifying the newly-added users of the shared book
6. Click OK and an email notification will be sent

NOTE: The recipients must double-click on the email to OPEN the message (not Quickview) > then click Accept for this to be placed in their GW Address Books list.