

Creating a Personal Group

1 From the GroupWise WebAccess main window, click the Address Book icon to open the Address Book.

By default, the Address Book opens to the GroupWise address books

2 In the Address Books list, select the address book that contains the entries you want to add to the group.

For GroupWise, you can choose from the GroupWise address book, the Frequent Contacts address book, or a personal address book.

3 Select the entry you want to add to the group, then click To, CC, or BC to indicate the recipient type.

4 After you've selected the entries you want to add to the group, click Save Group to display the Save Group dialog box.

5 In the Personal Address Book list, select the personal address book where you want to save the group.

6 Specify a name and description (optional) for the group, then click Save.

The group is added to the personal address book. When addressing items, you can type the group name in the To, CC, or BC box, or you can use the Address Book to include it. The item is sent to each member of the group.

Editing a Personal Group

1 From the GroupWise main window, click the Address Book icon to open the Address Book.

2 In the Address Books list, select the group you want to edit.

3 Open the group.

4 Click the Modify Group button.

5 Add or delete entries from the group.

6 After you have selected the entries you want to add to the group, click Save Group to display the Save Group dialog box.

7 In the Personal Address Book list, select the personal address book where you want to save the group.

8 Specify a name and description (optional) for the group, then click Save. The group is added to the personal address book. When addressing items, you can type the group name in the To, CC, or BC box, or you can use the Address Book to include it. The item is sent to each member of the group.