

Novell® GroupWise®
7.0




The Address Book is a comprehensive manager of contacts and is accessible through the GroupWise toolbar and while creating or editing items such as an e-mail or appointment.

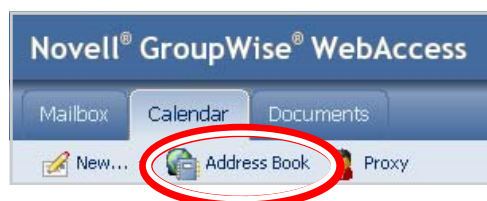
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Accessing the Address Book

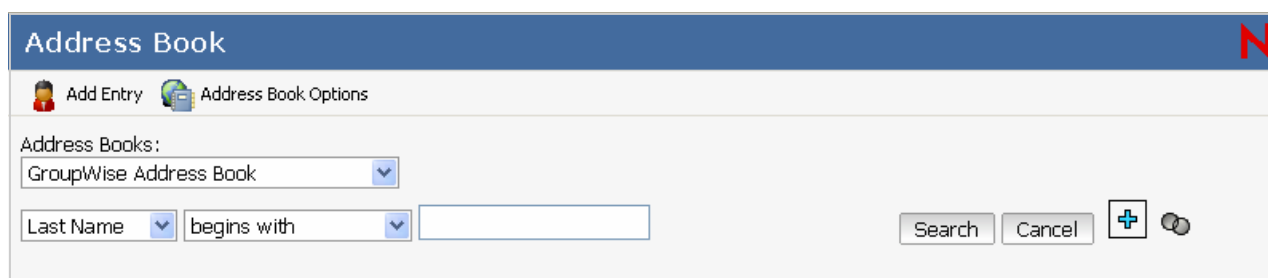
- In the Main Window toolbar, click on the  button.

An **Address Book** window will appear.



Address Book Environment

The Main window of the Address Book is a search window. There are dropdown menus in the search fields to specify which address book to search in and what format you will search for a contact. The **Add Entry** button allows you to add contacts to an address book. **Address Book Options** allows for creation of new address books or editing of existing books.



Creating Address Books

The Address Book function in GroupWise allows for more than one book of contacts to be made. These books will be added to the *Address Books* dropdown menu when created.

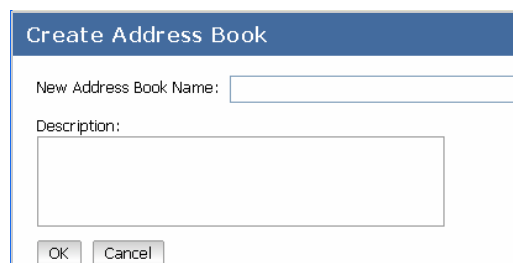
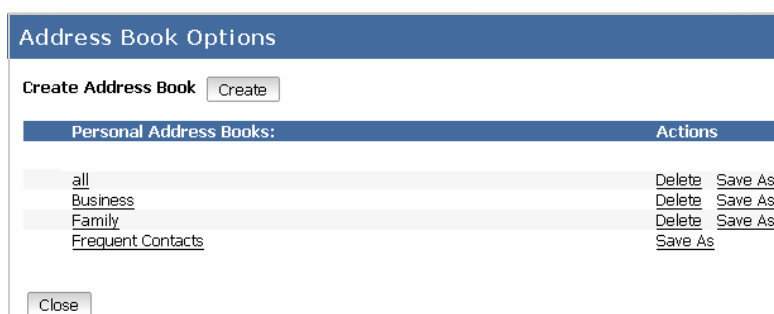
- To create a new book click on **Address Book Options**.

- Click on **Create**.

A Create Address Book window will appear.

- In the **Create New Address Book Name** field type the name of your new address book.
- Click on **OK**.

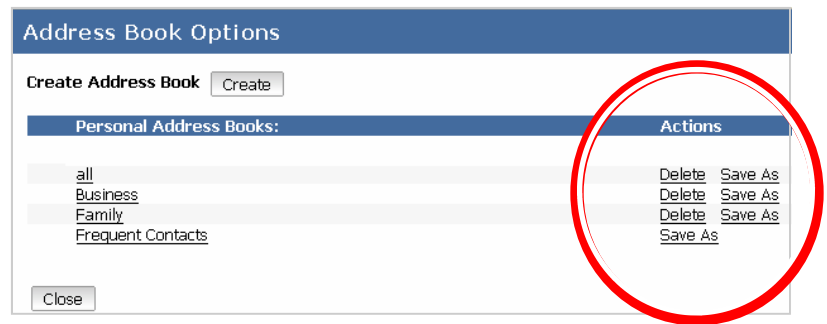
Note: Entering information into the Description field is optional.



To Delete a Book:

- In the Actions list next to an address book click on **Delete**


Note: The address book will disappear without a warning window. Please be sure you want to delete the address book before clicking on *Delete*.

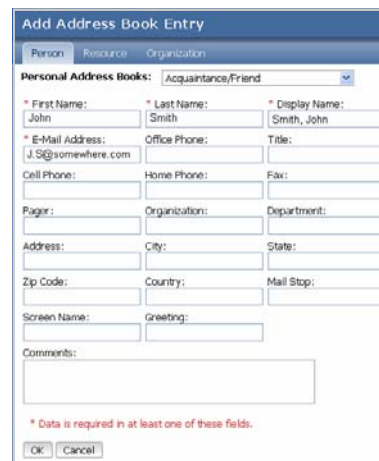
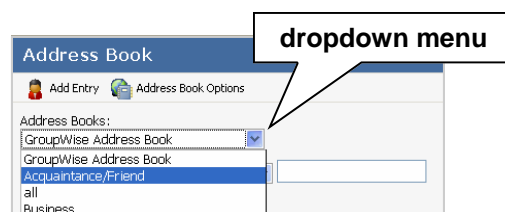


Creating a New Contact

- To create a new contact click on **Add Entry** in the main Address book window. An *Add Address Book Entry* window will appear.

- Choose the Address Book in which you wish to create the contact by selecting it in the dropdown menu next to *Personal Address Books*.
- Enter the desired information in the appropriate fields.
- Click **OK**

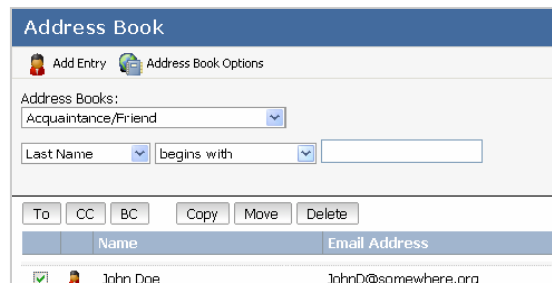
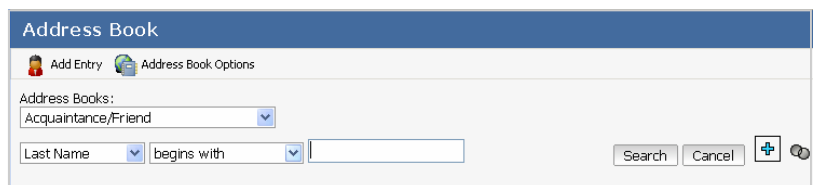
The contact will appear in the address book and is denoted by a contact icon. 



To Delete a Contact:

- In the Address Book window choose the address book to view in the dropdown menu.
- When it is selected, click on **Search** to display all contacts in the address book.
- Check the box next to the desired contact.
- Click on **Delete**.

Note: The contact will disappear without a warning window. Please be sure you want to delete the contact before clicking on *De-*



Sending Mail from the Address Book

- In the main Address Book window select the address book that contains the desired contact by using the dropdown menu.
- Click on **Search** to display all contacts in the book.
- Select the contact you wish to add by clicking on the checkbox next to the contact and click on the **To**, **CC**, or **BC** button.

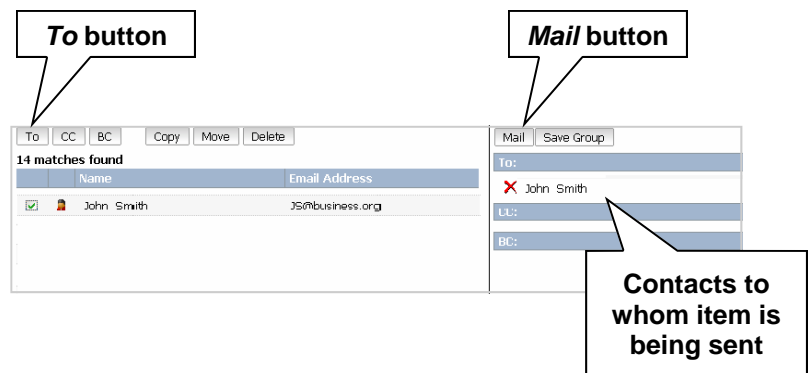
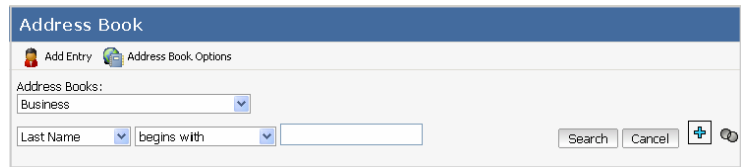
The name of the selected contacts will appear on the right side of the window.

- Once your contact is selected click on **Mail**.

A *Mail Message* window will appear.

- Compose and send your message.

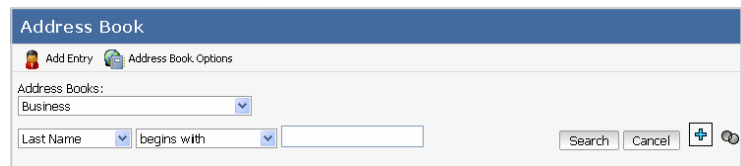
Note: You can use the same process to send a message to multiple contacts by clicking the checkbox and the *To* button for each contact.



Creating a Group

If you have need of often sending items to a large number of people you can create a *Group*. To create a Group you must first go through steps as if you were sending an e-mail to multiple people.

- In the main Address Book window select the address book that contains the desired contacts by using the dropdown menu.
- Click on **Search** to display all contacts in the book.




- For each contact you wish to add click on the checkbox next to the contact and click on the **To**, **CC**, or **BC** button.

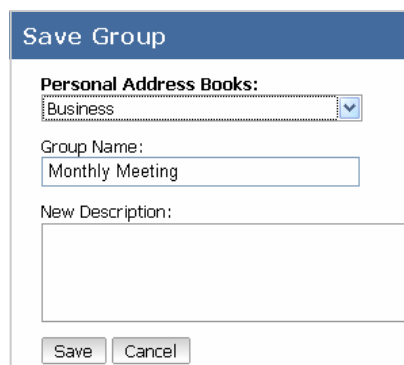
The names of selected contacts will appear on the right side of the window.

- To save the list of contacts as a group click on **Save Group**.

A Save Group window will appear.


- Select the address book in which you wish to save the group by using the drop-down menu.
- Name your new Group in the *Group Name* field.
- Click on **Save**.

The new group will appear in the selected address book and is denoted by a group icon. 



The Address Selector

The Address Selector is a window that is directly accessible from items such as an e-mail or an appointment.

- To open the Address Selector click on the  Address Book button in an item.

The **Address Book** window will appear.

- Select the contact you wish to add by clicking on the checkbox next to the contact and clicking on the **To**, **CC**, or **BC** button.

The name of the selected contacts will appear on the right side of the window.

- When you are finished choosing contacts click on **OK**.

The window will close and the contact or contacts you have chosen will appear in their appropriate fields (To, CC, or BC) in your new item.

