

Novell® GroupWise®
7.0



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

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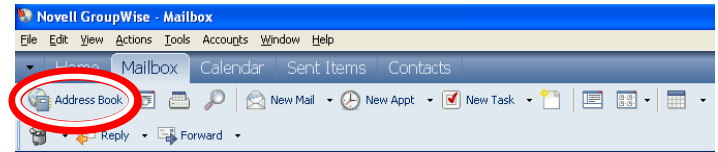
Accessing the Address Book

- In the Main Window toolbar, click on the



button.

An **Address Book** window will appear.



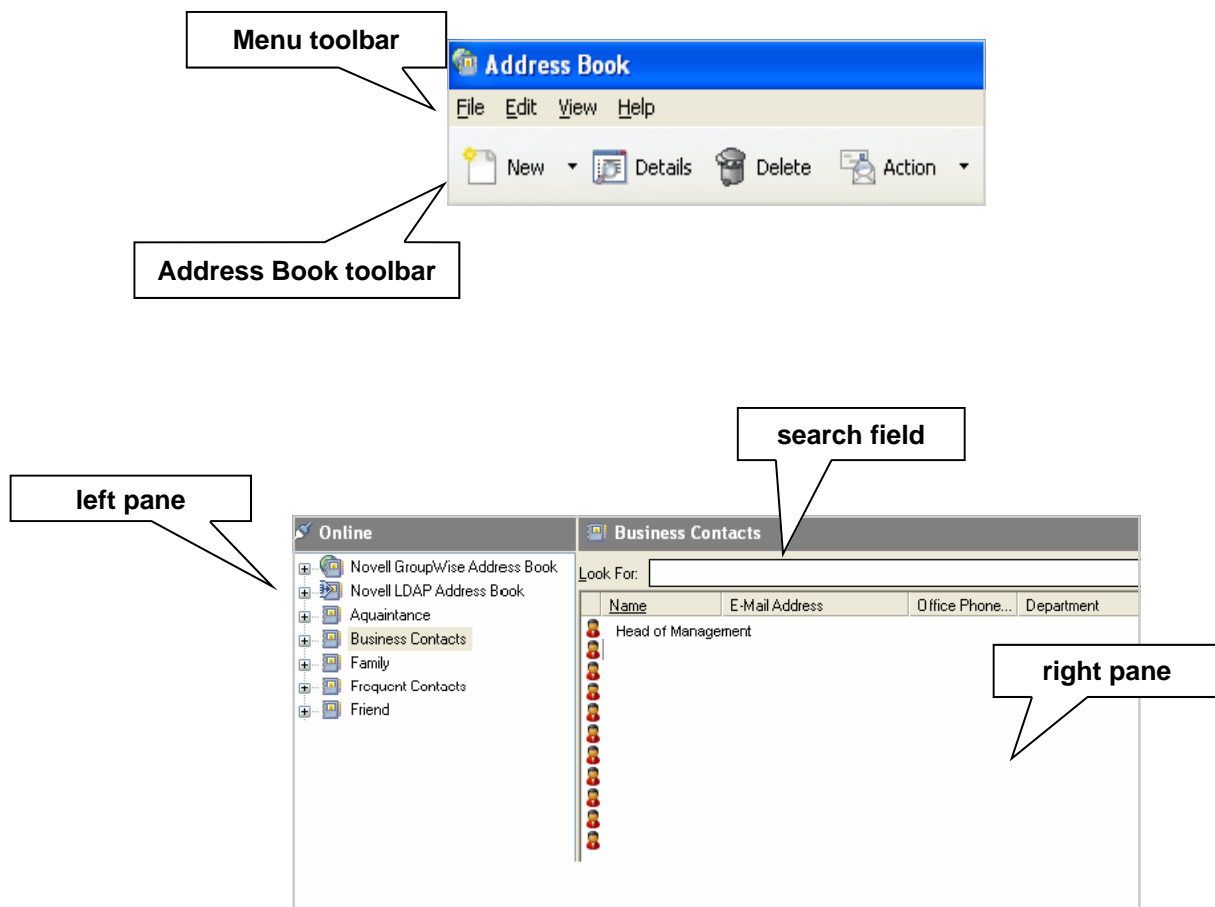
Address Book Environment

The **Menu Toolbar** and the **Address Book toolbar** allow access to all functions of the address book.

The **left pane** of the Address Book window lists all of your contacts folders.

The **right pane** of the Address book window lists the contacts of the selected folder.

The **Look For** field is for searching for specific information in your contacts.



Creating Address Books

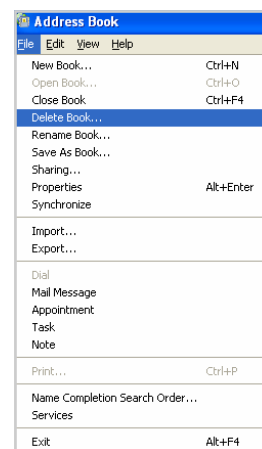
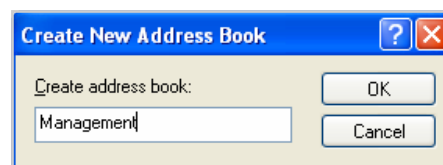
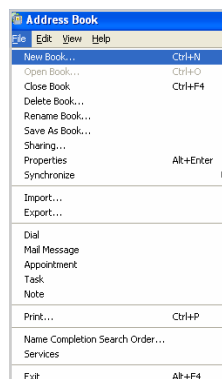
The Address Book function in GroupWise allows for more than one book of contacts to be made. These books are displayed in the left pane of the Address Book window. You can create as many books as desired to manage your contacts.

- To create a new book click on **File** in Address Book window menu toolbar.
- Click on **New Book**.
- In the **Create New Address Book** window that appears type a name for your new book and click **OK**.

The new book will appear in the left pane of the window.

To Delete a Book:

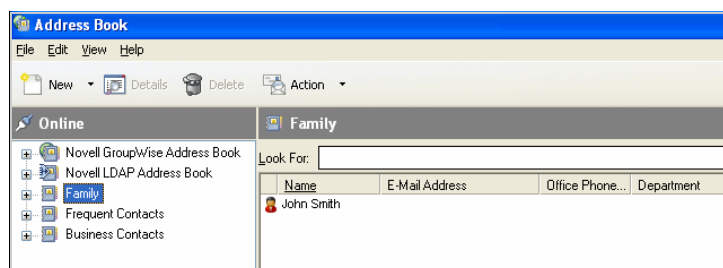
Note: A warning window will appear informing you that when an address book is deleted all information in the book is also deleted. You have the choice of deleting the book by clicking **Yes** or **No**.



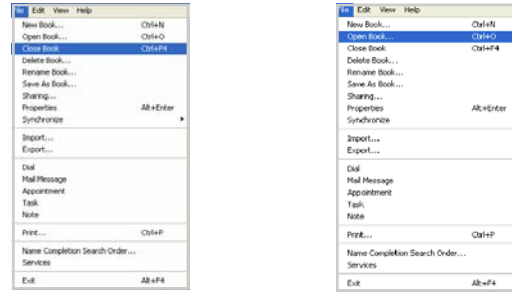
Closing an Address Book

The purpose of closing an address book is for extended periods of time in which an address book is not in use. A closed address book is hidden from view and excluded from use until reopened.

- To close an address book highlight a book in the left pane by clicking on it.
- In the menu toolbar click on **File**.

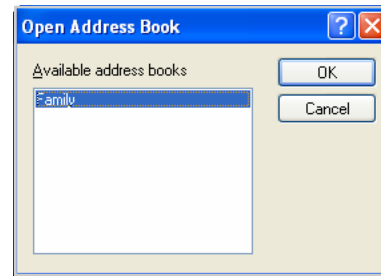


- In the file menu click on **Close Book**.
- The book that you highlighted will disappear from the left pane.



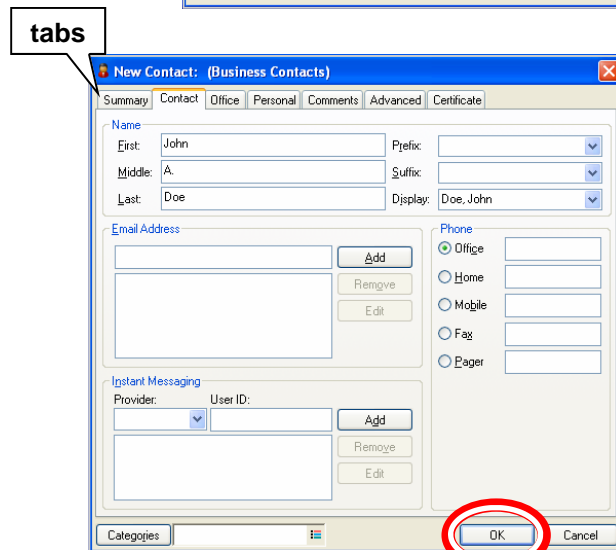
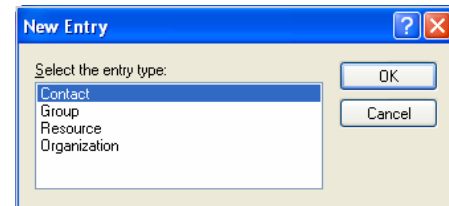
Opening a Closed Book:

- To open a closed book open the **File** menu and click on **Open Book**.
- An **Open Address books** window will appear. Highlight the book you would like to open by clicking on it once.
- Click on **OK** to open the book and close the window.
- The address book will reappear in the left pane of the Address Book window.




Creating a New Contact

- In the left pane select the book in which you want to create a new contact. The contacts the book contains will appear in the right pane
- In the Address Book toolbar click on the **New** button.
- A **New Entry** window will appear. Be sure *Contact* is highlighted and push **OK**.
- A **New Contact** window will appear. Enter the desired information.
- Click on the **Tabs** to navigate the wide range of information you are able to input.
- When finished, click on **OK** to save your changes and close the window.




To Delete a Contact:

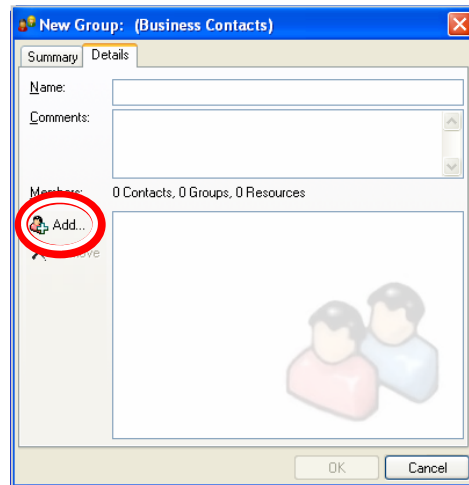
- In the right pane, highlight the contact you wish to delete.
- Click on the  **Delete** button.

Note: A warning window will appear asking if you are sure about deleting the 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 click on the book in the left pane in which you want to create a group.
- In the Address Book toolbar click on the  button.
- In the **New Entry** window that appears highlight **Group** and click on **OK**.
- In the **New Group** window that appears enter the desired information.
- To add contacts to the group click on the **Add** button.

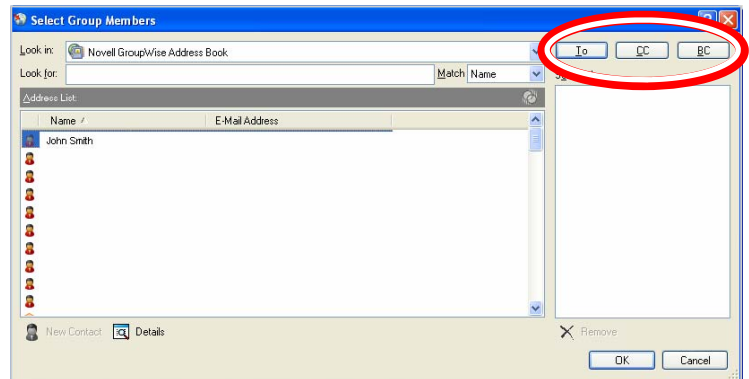


A **Select Group Members** window will appear. The name of the address book in which you are searching for contacts to add is in the **Look in** field.

- To change this click on the dropdown menu of this field and choose a different address book to search in.


You can also type in specific information in the **Look for** field to narrow your search.

- To add a contact to the group highlight the contact by clicking on it and push the **To**, **CC**, or **BC** button.



The contact will appear in the right pane of the window.

To remove a contact from the list:

- Highlight the contact in the right pane and push the button.
- When you  are finished populating the list click on **OK** in the *Select Group Members* window to save your changes and close the window.

- Also: click on **OK** in the *New Group* window to save your changes and close the window.

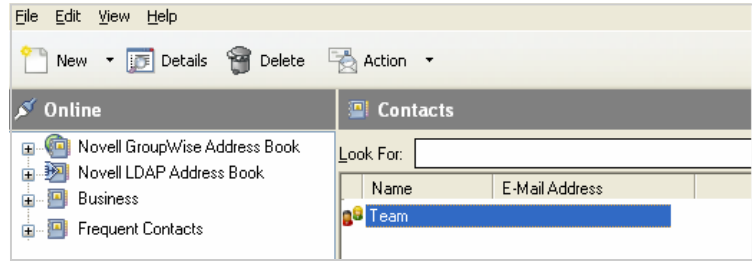
The new group will appear in the address book and is denoted by a group icon.



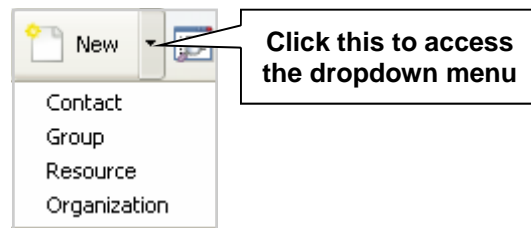
To delete a group:

- Locate the group in the right pane highlight it by clicking on it once.
- Push the **Delete** button in the toolbar.

A warning window will appear, click on **Yes** to delete the group.



Note: To go directly to the **New Contact** and **New Group** windows in the Address Book you can click on the dropdown menu by the *New* button.



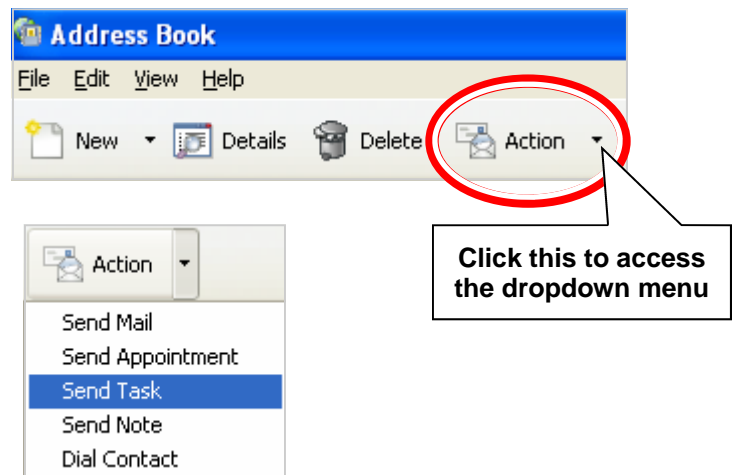
Sending Mail from the Address Book

- To send an e-mail to a contact while in the Address book click on the **Action** button in the Address Book toolbar.

A *Mail To:* window will appear.


- Compose your e-mail and send it.
- To select more actions (such as sending the contact a task or appointment):

- Click on the dropdown menu by the **Action** button.
- Select desired action.



The Address Selector

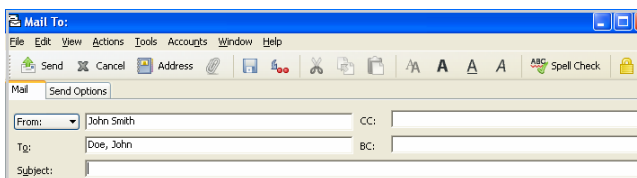
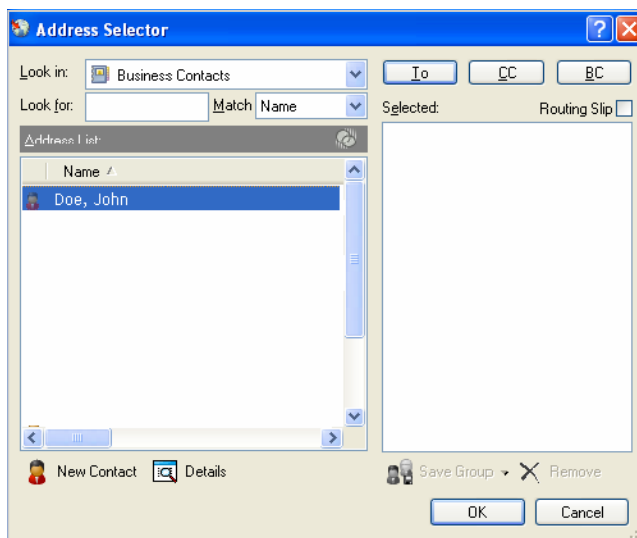
The Address Selector is a window that is directly accessible from items such as an e-mail or an appointment.

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

An *Address Selector* window will appear.

- Highlight the contact that you want to add as a recipient of your item.
- Click on the **To**, **CC**, or **BC** button.
- When you are finished choosing contacts click on **OK** to save your changes and close the window.

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



The Contacts Folder

The Contacts folder is connected with the Address book: any changes you make in one will be reflected in the other. By default, the Contacts folder shows the Frequent Contacts address book.

- To change the address book that the Contacts folder displays right click on **Contacts** in the left pane of the GroupWise window.
- In the menu that appears click on **Properties**.

A *Contacts Properties* window will appear.

- In the **Address Book** field click on the dropdown menu and select the address book you would like as your contacts folder.
- Click on the **OK** button to save your changes and close the window.

