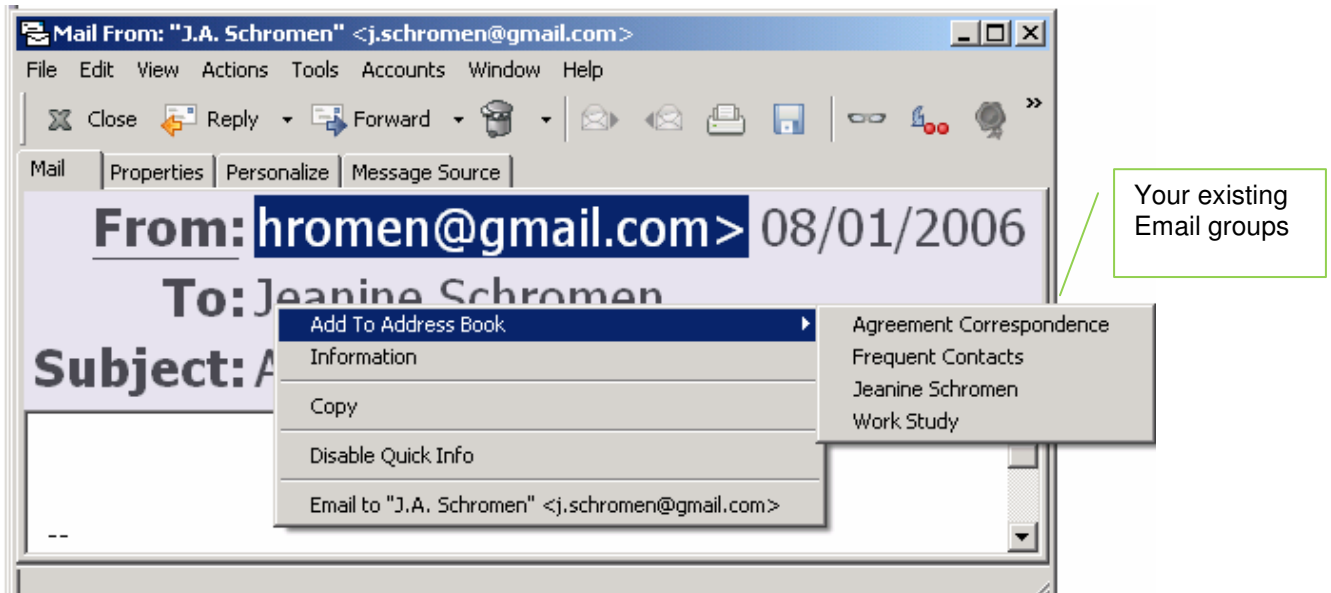


## GROUPWISE 7.0

### **HOW CAN I SAVE AN EMAIL ADDRESS FROM OFF CAMPUS IN MY PERSONAL ADDRESS BOOK?**

1. With the email open from the off campus sender, right-click in the **FROM** line.
2. Click on ADD TO ADDRESSBOOK, **ADD TO FREQUENT CONTACTS**. (or existing group)



3. Fill in any additional information you want using the **Contact Tab**.

4. Click **OK**.

5. Close the email.

This address will now appear in the address book you selected in step 2.

