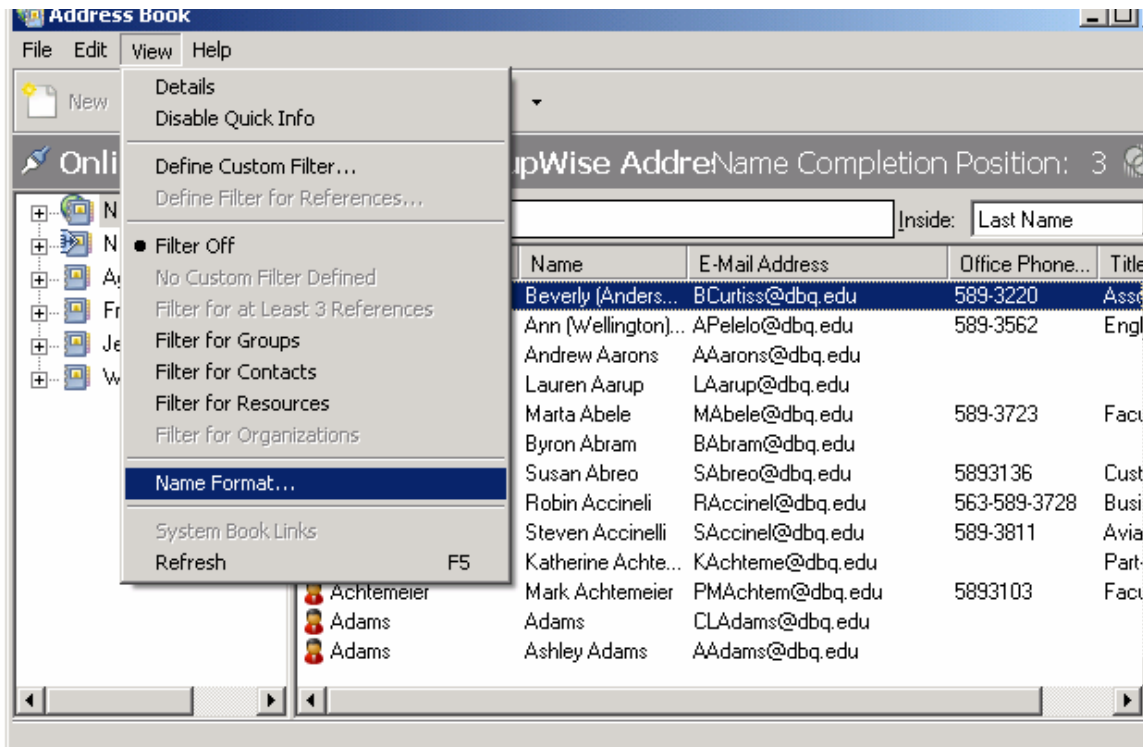


GROUPWISE 7.0

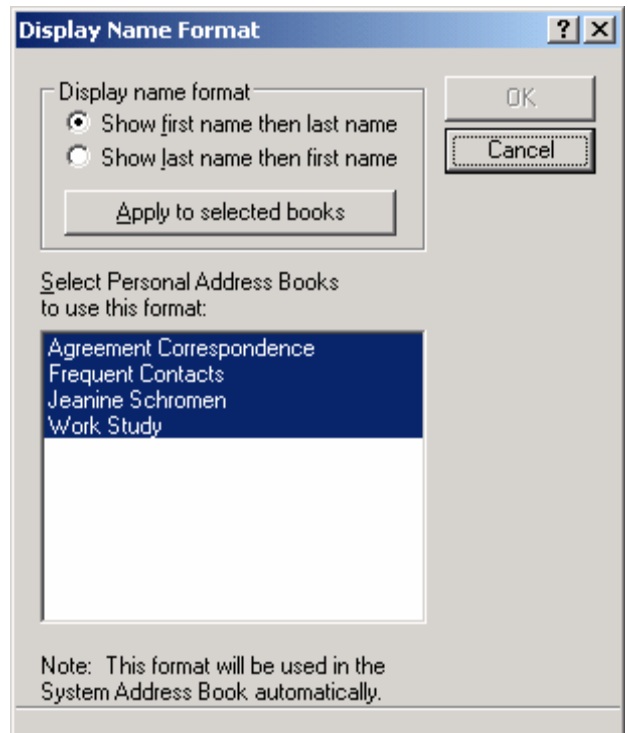
HOW CAN I WORK WITH ADDRESS BOOKS IN GROUPWISE?

CHANGING ADDRESS BOOK FORMAT



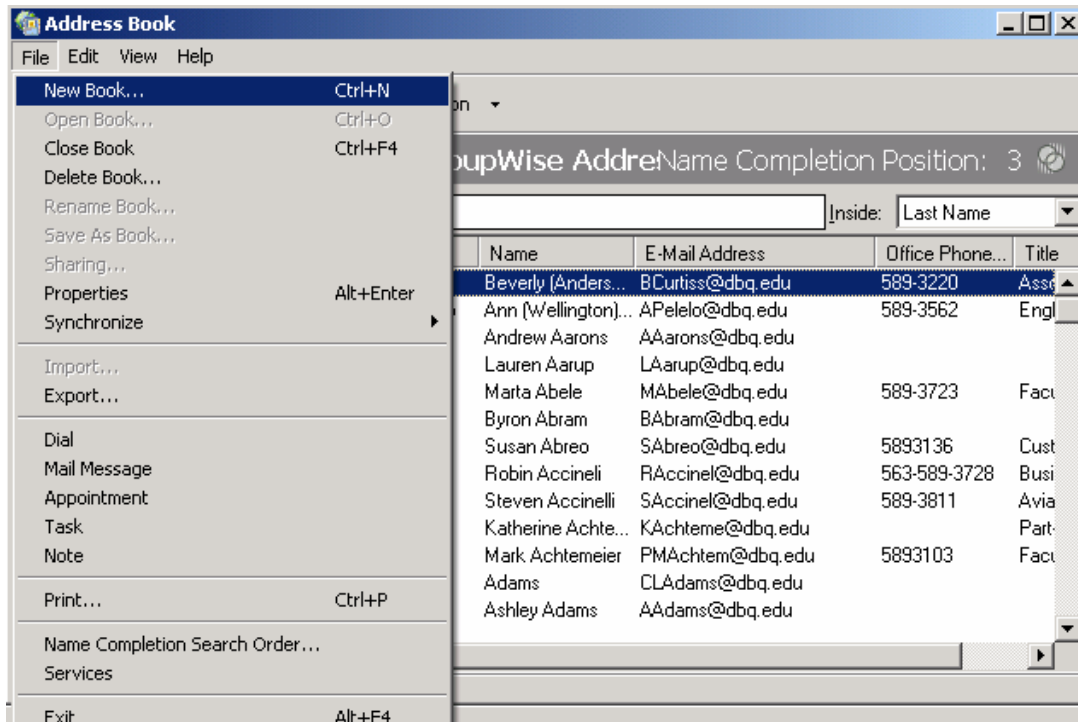
- Click on **Address Book** icon (or go to **Tools > Address Book**)
- Go to **View > Name Format**
- Click in either **Show first name then last name** OR **Show last name then first name**.
- Select (by clicking on to highlight) the address books you want to apply this to
- Click **Apply to selected books** button
- Click **OK**

You may have to exit GroupWise and reopen for change to take effect



CREATING A NEW ADDRESS BOOK

- While the address book is open, click on **File > New Book**.



- Name the new book.
- Click **OK**.
- Click on **Novell GroupWise Address Book** on the left.
- In the blank field after **Look For**, start typing your name...
- When your name comes up and is highlighted in the list, right-click on it in the list and select **Copy To**.
- When the “**Copy Names Between...**” dialog box comes up, pick the new book you just created.
- Click **OK**.
- Now click on that book on the left....and your address is there.
- For faculty: you can make such an address book for a class for when you want to email students in a specific class and find them easily, but not necessarily as a group.
- To delete an address book, click on it to highlight in the list on the left, right-click and select **Delete book...** *Verify the Address Book name before confirming.*