

Creating a Group using GroupWise Web access

Go to: <http://mailwest.maine207.org/>

Open the GroupWise address book (the icon that looks like a rolodex on the left side of the screen.)

The screenshot shows the Novell WebAccess Address Book interface. The browser address bar displays <http://mailwest.maine207.org/>. The page title is "Novell WebAccess Address Book". The interface includes a menu bar (File, Edit, View, Favorites, Tools, Help) and a search section with the following fields and controls:

- First Name: [dropdown] begins with [dropdown] [input]
- Last Name: [dropdown] begins with [dropdown] charlet [input]
- Address Books: [GroupWise Address Book dropdown]
- Entry Type: [All Types dropdown]
- Number of names to display: [25 dropdown]
- Buttons: Add Entry, Address Book Options, Search (circled in red), Cancel
- Links: Java Address Book, LDAP Address Book

Below the search section, there are buttons for "To:", "CC:", "BC:", and "Copy". The search results section shows "1 match found" and a table with the following data:

	Name	Email Address	Office Phone
<input checked="" type="checkbox"/>	Neil Charlet	NCHARLET@maine207west.k12.il.us	(847) 803-6650

At the bottom of the browser window, the "Internet" icon is visible in the taskbar.

1. Type the person's last name and then click the Search button.

2. The person's name should show up in the results box.

3. Put a check in the box next to the person's name that you were searching for.

4. Click on the **To:** button

http://mailwest.maine207.org - Novell WebAccess Address Book - Mic

File Edit View Favorites Tools Help

Address Book

First Name begins with AND

Last Name begins with floyd

Address Books: GroupWise Address Book Entry Type: All Types Number of names to display: 25

[Java Address Book](#) [LDAP Address Book](#)

To:

1 match found

Name	Email Address	Office Phone
<input type="checkbox"/> Curtis Floyd	CFLOYD@maine207west.k12.il.us	(847) 803-5862

To:

- NCHARLET@maine207west.k12.il.us
- DCAMPISE@maine207west.k12.il.us
- CFLOYD@maine207west.k12.il.us

CC:

BC:

Once you have the people selected for your group, click on the **“Save Group”** button.

Done Internet

http://mailwest.maine207.org - Novell WebAccess Address...

File Edit View Favorites Tools Help

Save Group

Personal Address Books: CHARLET

Group Name: The Three Muskateers

New Description: Neil, Doug & Curtis

Select your last name from the list.

Type in a name for the Group.

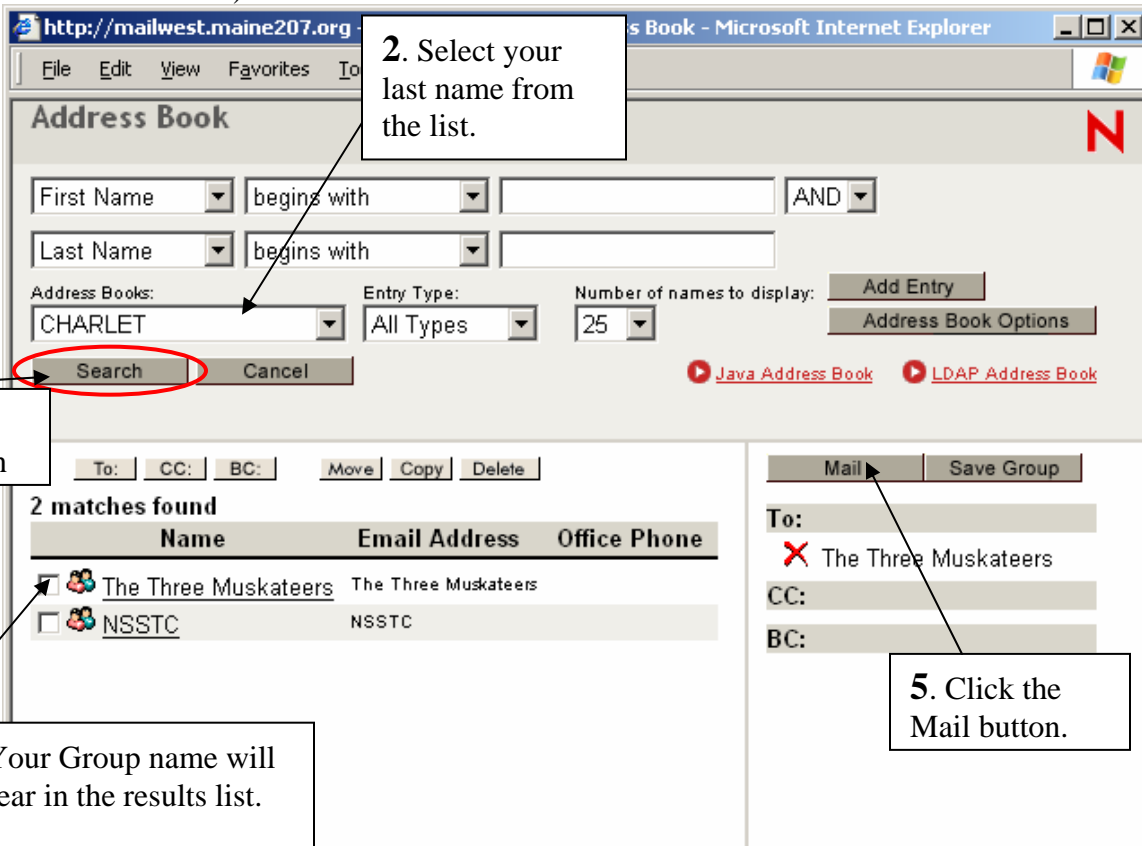
You may type a description for the group.

Click **“Save”**

Done Internet

To send an e-mail to the new Group that you've created.

 **1.** Click on the GroupWise address book (the icon that looks like a rolodex on the left side of the screen.)



2. Select your last name from the list.

3. Click the Search button

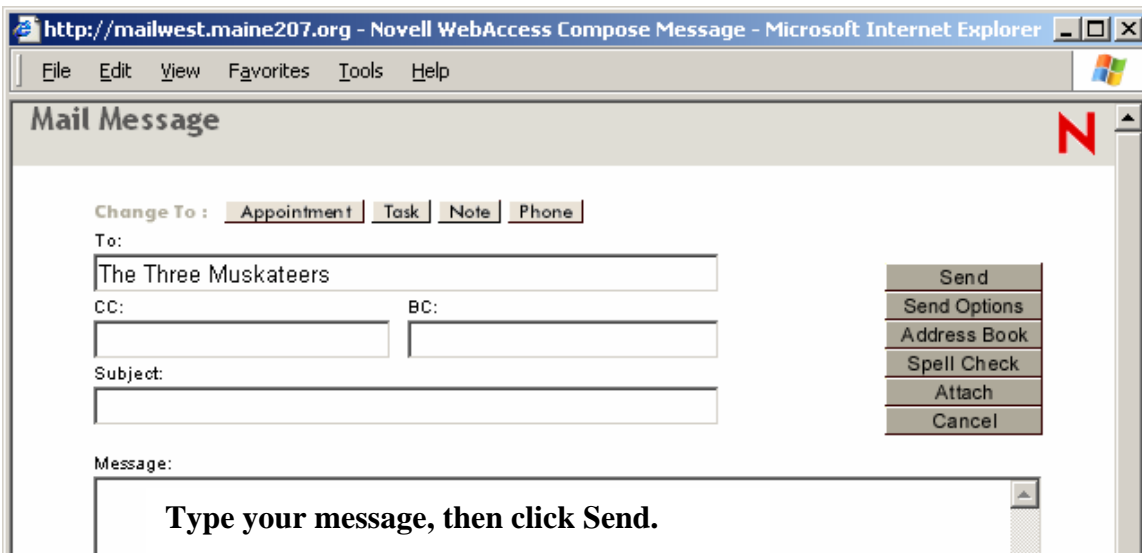
	Name	Email Address	Office Phone
<input checked="" type="checkbox"/>	The Three Muskateers	The Three Muskateers	
<input type="checkbox"/>	NSSTC	NSSTC	

5. Click the Mail button.

4. Your Group name will appear in the results list.

Put a checkmark next to the Group, then click the **To:** button.

You will then see a Mail Message box with the **Group Name** that you are sending the message to.



Change To: Appointment Task Note Phone

To: The Three Muskateers

CC: BC:

Subject:

Message:

Type your message, then click Send.

To Modify an Existing Group.

Address Book

First Name begins with AND

Last Name begins with

Address Books: CHARLET Entry Type: All Types Number of names to display: 25

[Java Address Book](#) [LDAP Address Book](#)

To:

2 matches found

	Name	Email Address	Office Phone
<input type="checkbox"/>	The Three Muskateers	The Three Muskateers	
<input type="checkbox"/>	NSSTC	NSSTC	

Click on the Group name.

Group

Group Name: The Three Muskateers

To:

- Campise, Doug
- Charlet, Neil
- Floyd, Curtis

Click on Modify Group.

Continue to search through the GroupWise Address Book for the people that you wish to add to your Group.

Address Book

First Name begins with AND
Last Name begins with serrano

Address Books: GroupWise Address Book Entry Type: All Types Number of names to display: 25

Search Cancel

Java Address Book LDAP Address Book

To: CC: BC: Copy

1 match found

Name	Email Address	Office Phone
<input type="checkbox"/> Gregory Serrano	GSERRANO@maine207west.k12.il.us	(847) 827-6176

Modify Group: The Three Muskateers

Mail Save Group Cancel

To:

- ✗ DCAMPISE@maine207west.k12.il.us
- ✗ NCHARLET@maine207west.k12.il.us
- ✗ CFLOYD@maine207west.k12.il.us
- ✗ GSERRANO@maine207west.k12.il.us

CC:

BC:

Once you add the additional people to the Group, click "Save Group".