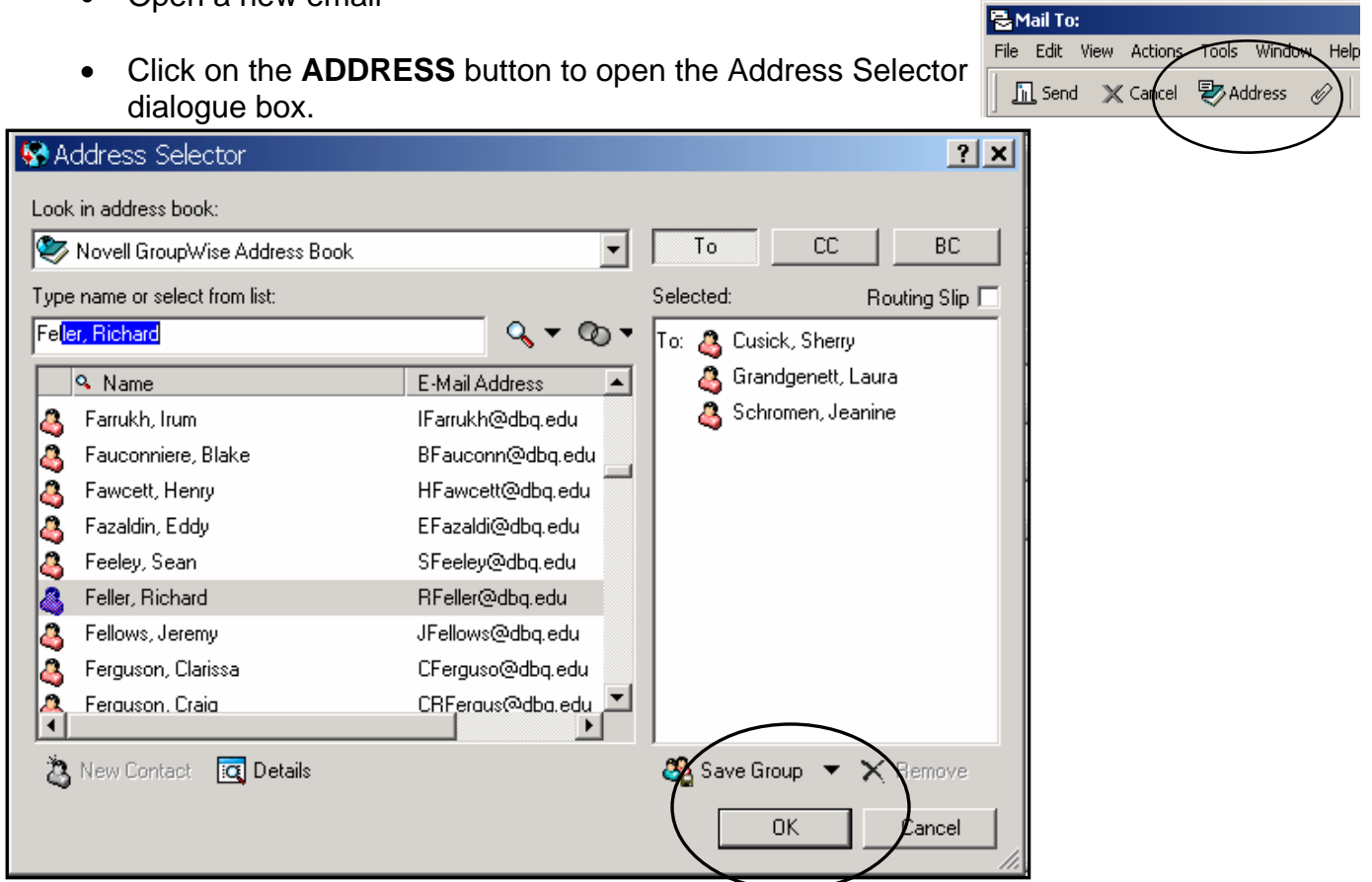


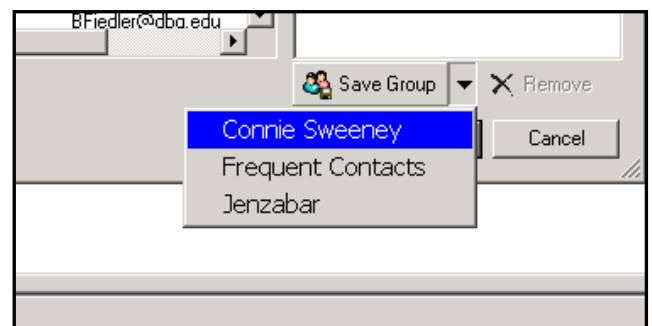
HOW CAN I CREATE, EDIT, AND USE A “GROUP” IN GROUPWISE?

To Create a Group

- Open GroupWise
- Open a new email
- Click on the **ADDRESS** button to open the Address Selector dialogue box.



- Add names to the list on the right by
Click and drag the name over OR
Double-click on the name OR
Click on the name, then click on the “To” button
- After you have selected all of the names you wish to include in the group, click on the down arrow next to “Save Group.” Select the Address Book in which you want to save this group.
- In the “New Group” dialogue box, type in the name of your new group. Enter any comments you want. You should see all the members of this group.

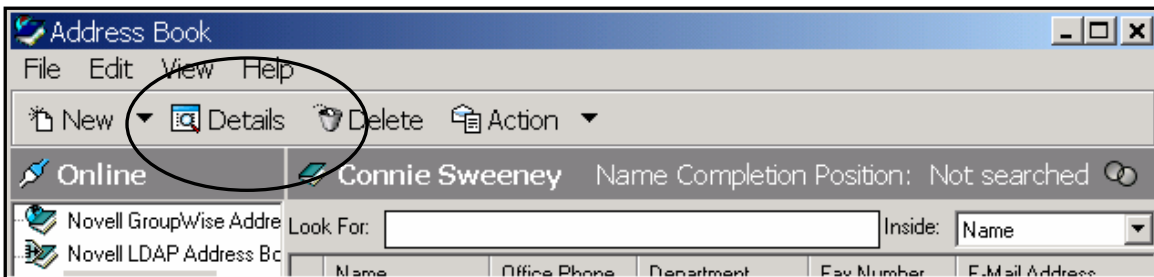
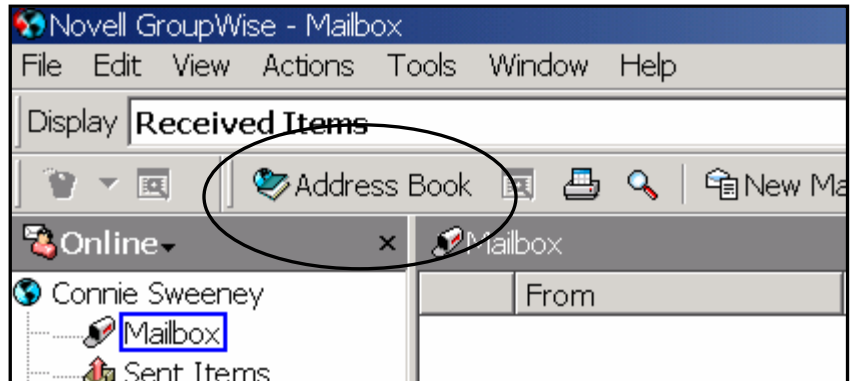


- Click **OK**.
- Click **OK** to close the “Address Selector” dialogue box.

NOTE: If you want only the name of this group to appear in the “To” line of the email, you must close this email and open a new one. Select the group from the Address Book. Now only the name of the group appears.

To Add Or Remove Members From A GroupWise Group

- Open GroupWise
- Click on the Address Book icon
- In the Address Book, click on the group you wish to edit.
- Click on **DETAILS**.



- Click on the **DETAILS** tab. The list of members in that group should be listed.

To remove a member:

- Click on the member name
- Right-click; choose **REMOVE**.
- Click **OK**.

To add a member:

- Click on the ADD button.
- Add new members.
- Click **OK**.
- Click **OK**.

