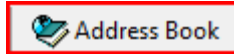


## How to Edit your GroupWise Frequent Contacts

Open up GroupWise and click on Address Book which can be found near the top left hand corner of the page.



Once you have entered your address book you will see a number of different address books

- Novell GroupWise Address Book has everyone from the district in it.
- The one with your name on it has your personal contacts in it.
- Frequent Contacts is the address book that syncs with your Blackberry.

Adding to your frequent contacts folder can be done in two different ways:

1) You can simply drag from one folder to another

-To do this open either the GroupWise address book or your personal address book

A) Select a name

B) Drag that name to the Frequent Contacts folder

2) You can enter in a New contact by:

A) clicking on new

B) Then clicking OK

