
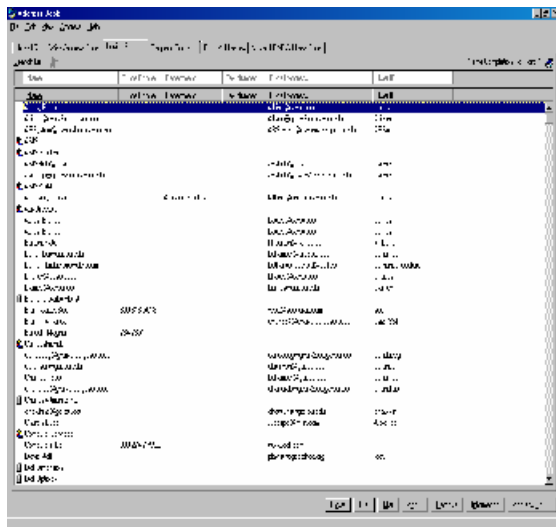





TechTips

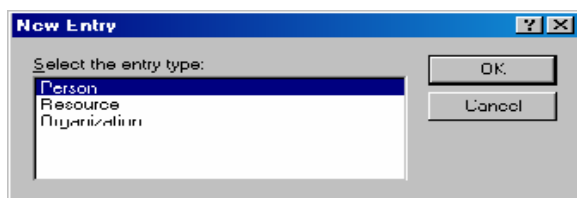
How do I print a hard copy of my Groupwise personal address book?

1. Open the Address Book ,
2. Click on your Personal Address Book tab,
3. Click on File, Print.

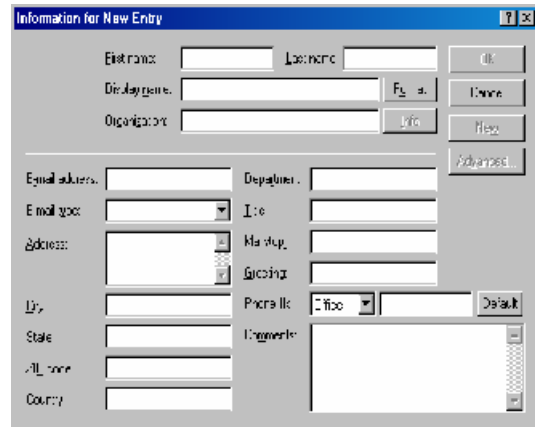


How do I create a personal address book?


1. Click  on the main toolbar.
2. Click File, New Book.
3. Type the name of the new book, click OK.
4. Click on the Add button to add new cards to your personal address book.
5. Select the Entry type, click OK.



6. Fill in the fields of the new entry. Be sure to include the First and Last Name as well as the email address.




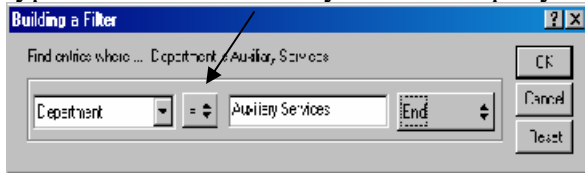
How do I copy names and addresses between personal address books?

1. Click  on the toolbar.
2. Click on the address book that you want to copy from and click or Ctrl+Click the entries that you want to copy.
3. Click Edit, Copy.
4. Select the Address Book that you want to copy the addresses to and click Edit, Paste.
OR
5. Select the addresses to be copied over and drag them to the other Address Book. Specifically, drag the address entry and drop it on the receiving address-tabbed page.
OR
6. Select the address entry that you want to copy, click on Edit, Copy To:
7. Then, select the address book that you want to copy to from the drop down menu provided.

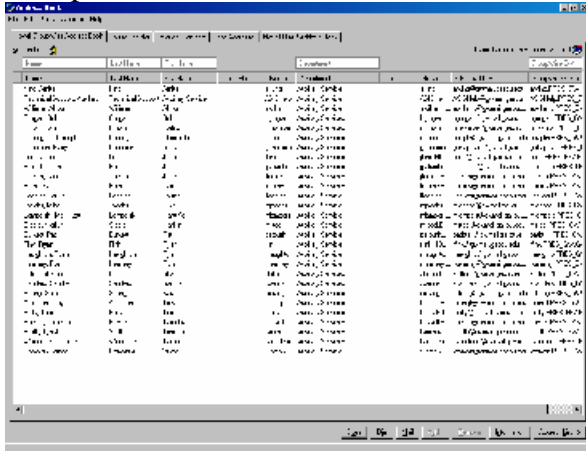
Notes: You cannot copy to a closed address book and you cannot copy to the Novell GroupWise Address Book, but you can copy from the Novell GroupWise Address Book.

How do I create and enable Custom Defined Address Book Filter?

1. Click  on the toolbar.
2. Click on View, Define Custom Filter.
3. Select Name, Email Address or Department. See sample below:
4. Select a Function key, e.g. Equal to and type in the Variable that you want to query on.



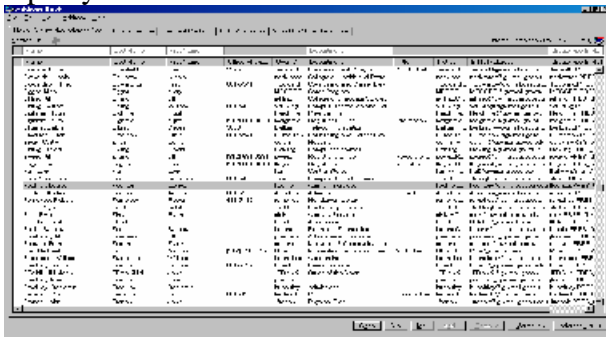
5. Click on OK to run Filter. Your results should yield all users within the defined group, in this case the specified Department, Auxiliary Services and those users listed in the Novell GroupWise Address Book.




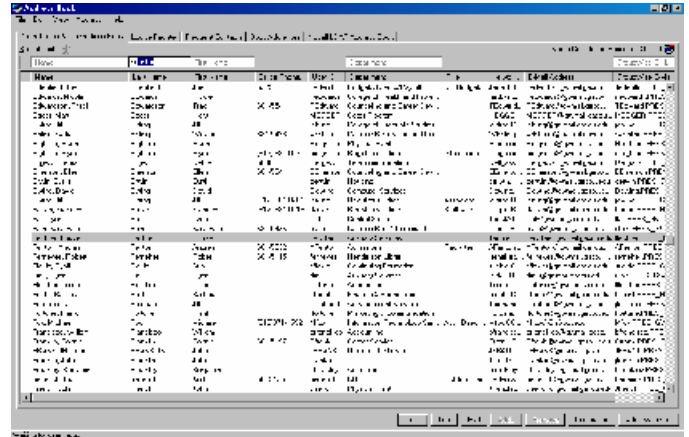
6. To disable filter, Click View, Filter Off.
7. To clear out the Filter, select the Filter name from the View menu, open the defined filter and click on the Reset button.

How can I quickly find a user within the Novell GroupWise Address Book?

Open your Address Book .



1. Locate the Search List section at the top of the  and enter the Last Name, First Name or another unique field. In the example below, the Last Name was entered.



2. If you want to send an email using this address, click on Mail and the system will load the selected user into the Email message dialog box.