

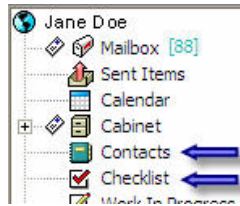
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## Creating Groups in GroupWise 6.5 for Windows



These instructions presume that you are using the latest version (6.5) of the GroupWise Windows Program (the one that starts when you double-click the Globe icon on your CCSF Windows desktop).

The GroupWise Windows program is only available on CCSF-configured Faculty/Staff Windows computers.



### Which version do you have?

Look at the folders at the left of the GroupWise screen.

If you have Contacts and Checklist folders, you have version 6.5.  
If not, you have version 6.0

### What are groups?

Groups are sets of email addresses to which you want to send messages repeatedly, for example: members of a class, a committee, a department.

Saving a group of addresses relieves you of typing them in or looking them up every time you send an email to group members. Groups also help assure that you don't leave anyone out, make typing mistakes or find excuses for neglecting your target audience because it's just too much trouble to send to all of them!

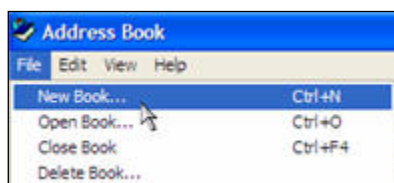
Before we discuss creating and sending to a group, let's review address book info.

### Your Address books

In GroupWise you automatically get the CCSF GroupWise Address book containing the email addresses of all CCSF employees who have GroupWise accounts. This book will likely be the source of many of your groups. You also get two empty personal books:

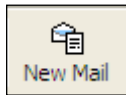
- **Novell GroupWise Address Book:** The system-controlled book that contains all CCSF Faculty and Staff GroupWise email addresses (addresses outside GroupWise are not included).
- **Frequent Contacts:** You can add to or remove address from this book, but it builds automatically by capturing the addresses of everyone to whom you send email—but only when you send using the Windows GroupWise program (the one that opens when you double-click the GroupWise globe icon on CCSF Windows desktops). You can save groups or new contacts to this book, although it's probably better to save to your personal address book—it's less cluttered.
- **Personal Address book:** The one with your name on it. You control this address book—it contains only the addresses and groups that you save to it yourself.

### Other address books

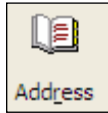


To create a new address book, click the address book icon from the main GroupWise window. In the Address Book window, click the **File** menu (top left) and choose New Address Book. Naming a book for a class, for example, is a good way to separate student addresses.

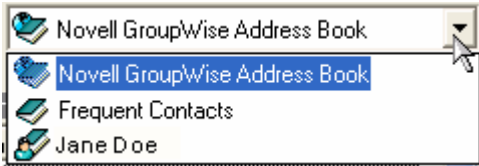
## To create a group: Starting off



1. Start a new message and then—



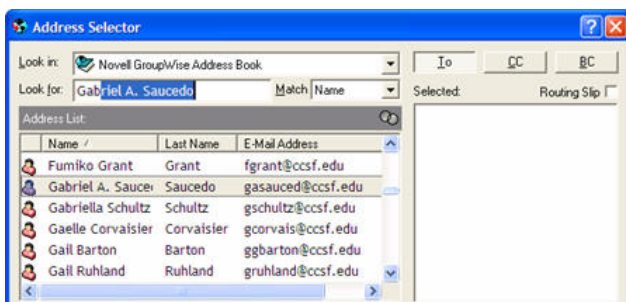
2. In the New message screen, click the address book icon on the top or right of the GroupWise screen. This opens the streamlined **Address Selector**.



3. If you want to select names from an address book other than the GroupWise default, click the down arrow (triangle) to the right of the **Address Book** box. Then click to select the address book you want.

## Selecting names/addresses to populate your group

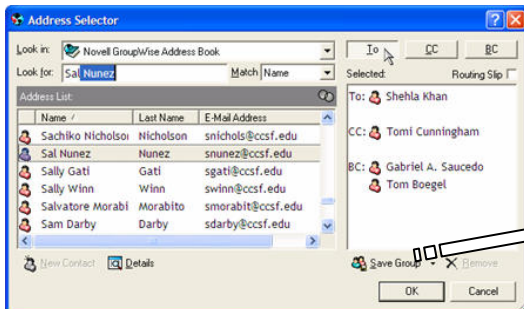
1. Click the To, CC or BC button to set the address field where your first name will go. If you are sending only to people with GroupWise addresses, any field will do. If you are going outside GroupWise, you may want to put almost all your names in the BC field to protect them from SPAM.



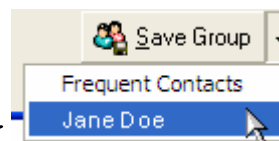
2. In the **Look for:** box, start typing the first name of a person to add to your group.

3. Name completion fills in the nearest match as you type. When you get close, you can scroll up and down in the Address List using the arrow keys or slider bar until you see the name you want.

4. Double-click the name you want. It moves to the right pane, in the address field whose button is pressed: To, CC or BC.
5. The name grays out in the left-hand listing to show that it is already in the group.
6. To change the field, highlight a name and click To, CC or BC.
7. Continue until you have placed all the names you want in the proper address fields.
8. If you want to add a name that is not in one of your Address Books, see the next page.



9. To choose the address book to save the group, click the down arrow (triangle) at the right of the Save **Group** button.



10. Type a name that will identify the group to you and click OK. The group is saved in the **Frequent Contacts** address book unless you specified another book in step 6. Saving the group to your personal Address Book rather than Frequent Contacts makes it easier to find.

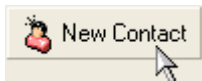
## Adding an email contact on the fly

You should be in the Address selector window to add a new name while creating a group. (Open the Address selector by clicking the Address book icon in a new mail message.)

1. Choose an address book to save your new “contact.”
2. Click the down arrow (triangle) at the right of the Look in: box and click to choose the book you want: your personal Address Book is best.



3. Once you choose a book that you can add to, the New Contact button becomes active at the bottom of the screen.



4. Click the **New Contact** button and enter information in the popup window. Enter at least first and last name and email address.
5. When you have clicked OK, the name is available to add to your group.

## Editing a group—Step-by-step

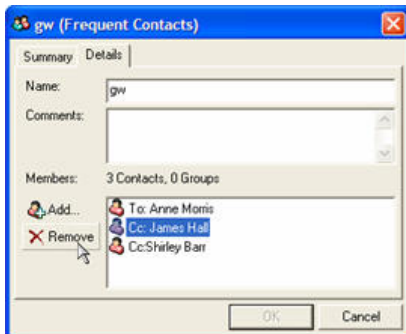
When you want to add or delete names from a group.

1. On the **main** GroupWise screen, click the Address Book button.



2. Choose the Address Book where you saved the group (**Frequent Contacts** or your personal Address Book).

3. Double-click the group and choose the **Details** tab to add or remove names.



- To **Add** a person who is already in one of your address books:

1. Click the **Add** button.
2. Then choose names from your address books, placing them in whatever address fields you wish.
3. Click the address field button before you double-click the name.

- To add someone who isn't in an address book:

1. Click **Add**
2. Then click the **New Contact** button and fill in their information.
3. When you click OK you'll see the new person in your Frequent Contacts book.
4. Click the address field to which you want to add that person and then double-click the name to add to the group.

- To remove, click to highlight a name and then click the **Remove** button.
- Click OK when done.

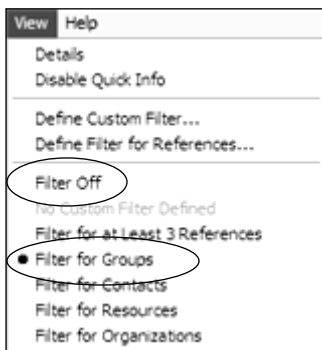
## Sending Group Messages

To send a message to a group, either:

1. Start a new message and type the name of the group in any address field—if you remember the first few letters of the name, name completion will fill in the rest (only in the GroupWise Windows program).  
Or:
  1. Start a new message and click the **Address book** button at the right of the message
  2. Open Frequent Contacts or the personal address book where you saved your group and find your class group.
  3. Click the group name to add it to any address field to send to all addresses.

In the **Web version** of GroupWise (the one that appears when you type gww.ccsf.edu into a Web browser), name completion is not in effect. You must type in the group name or use the address book to fill it in.

### Finding your group: A Tip



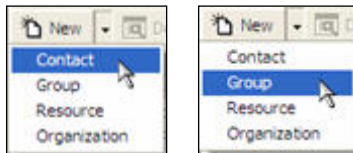
If you have lots of groups, this makes it easier to find the one you want:

1. Open the address book where you saved your group.
2. Tell GroupWise to display only groups. On the menu bar, click **View** and choose **Filter for Groups**.

If you do this, remember to go back and click **Filter Off** so that you'll see all entries again in that Address Book.

### Another approach to creating groups: Using the main address book

You can add names or groups to your message at any time by clicking the Address Book button on the main screen. Click to select an address book other than the GroupWise Address Book. Then click the **New** button, top left.



Choose Contact to add an individual. Choose Group to start that process.



When you start a new group this way, click the add button to start adding members.

In the main Address Book, you can double-click a group to edit it.