

# Creating a Group in GroupWise Web 7

## FROM THE MAIN WINDOW



In the Main Window, click the Address Book icon on the toolbar.

By default, the Address Book opens to the GroupWise address books.

1. In the Address Books list, select the address book that contains the entries you want to add to the group.  
You can choose from the GroupWise address book, the Frequent Contacts address book, or a personal address book.

2. From the Name pulldown, choose what you want to search for: Name (first name first), First Name, Last Name or Department (works in the GroupWise Address book).
3. Enter the first few letters of what you want to search for in the third box.
4. Click **SEARCH** to display a list of entries that match your search conditions.

5. A list of matches appears. Click the selection box beside entries you want to add to the group.
6. Then click To, CC, or BC to indicate the recipient type. (Or just double-click a selection box to add that name to the To list.)
7. After you select the entries you want to add to the group, click Save Group to display the **SAVE GROUP** window.

8. Select the personal address book where you want to save the group.
9. Type a **NAME** and optional description for the group, then click **SAVE**. The group is added to the personal address book.

When addressing messages, you can type the group name in the To, CC, or BC field, or you can use the Address Book to include it. The item is sent to each member of the group.

## CREATING A GROUP WHILE SENDING A MESSAGE

You can also create and save a personal group when you are addressing a message or other item:

Click the New button to create a new mail message; then click the **ADDRESS BOOK ICON** on the toolbar. Proceed as outlined above.

Save the group as in steps 7-9 above. Then click the OK button to return to your new message. All the addresses you put into the group are now in the address lines of the message. Compose and send, or cancel.