

Creating Groups/Mailing Lists in GroupWise for Windows Version 7

Groups are lists of addresses that you store in one of your personal address books so that you can email them quickly without selecting or typing in their addresses each time.

To create a group, entries for all individuals must exist in an address book. Although you can't exactly directly type individual email addresses into a group, you can Add a new person (called a Contact) to an address book while you are in the process of creating a group

The easiest way to create a group is to start by addressing an email (you don't actually have to send it) to all the members of the group. So we'll start by opening a New Mail message.

1. Start a **new message**.



2. At the top of the new message window, click the Address icon.

3. Now you can select names from your address books — or add a new “contact” to one of your personal address books.

4. Continue adding names to the group. You can change to another address book or add new contacts to an address book and then add them.



5. When names are the way you want, click the Save Group Button, bottom right.

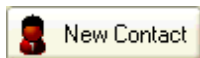
6. Choose the address book where you want to save the group. Your personal address book is probably best, as it is managed by you and has fewer entries than Frequent contacts.

7. Type in a name for your group, click OK, and you're done!

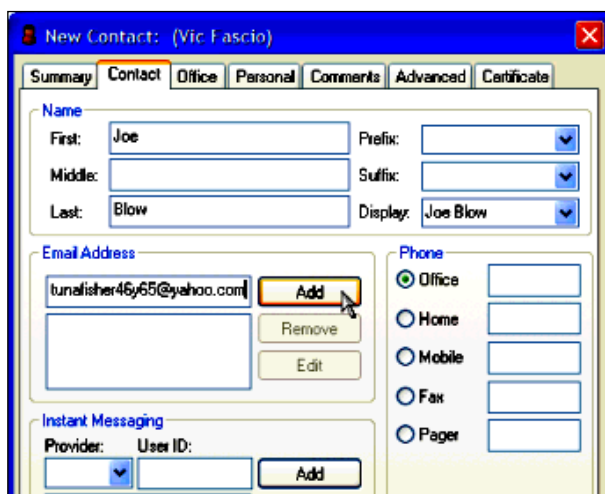
8. If you want to send a message to that group, continue in the New Mail window. If not, just close out of the message.

To add a New Contact

1. Start a new message and click the Address icon (steps 1 and 2 as above) Choose the Address book where you want to save the new contact from the Look in: box at the top. Again, the address book with your name on it is probably best, since you control it.



Or: From the main screen, click the Address Book icon. Click the Address book where you want the new entry to go. Then click the New icon and choose Contact.

A screenshot of the 'New Contact' dialog box. The title bar says 'New Contact: (Vic Fascio)'. There are tabs for 'Summary', 'Contact', 'Office', 'Personal', 'Comments', 'Advanced', and 'Certificates'. The 'Contact' tab is active. The 'Name' section has fields for 'First' (Joe), 'Middle', 'Last' (Blow), 'Prefix', 'Suffix', and 'Display' (Joe Blow). The 'Email Address' section has a text box containing 'tunafisher46y65@yahoo.com' and buttons for 'Add', 'Remove', and 'Edit'. The 'Instant Messaging' section has fields for 'Provider' and 'User ID' and an 'Add' button. The 'Phone' section has radio buttons for 'Office', 'Home', 'Mobile', 'Fax', and 'Pager', each with an adjacent text box.

2. Click the New Contact button, bottom left.

The New Contact window opens.

3. Fill in at least the email address; if you can, fill in First and Last names as well.

4. Click *OK*

Sending mail to a Group

To send an email to all members of the group, either:

- Open the address book while composing a new message and double-click the group name in the address book, or
- Simply type the group's name in any address field of a new message.

You won't see the individual names when you send the message, just the Group name.

Modifying an existing group

1. In the GroupWise Windows 7 Client, open Address books and select the Address Book with the group you wish to modify.
2. On the right side of the screen, double-click the group. The same window appears as when you created the group.
3. Click **Add** to select new entries from your address books.
4. Click **Add** and then **Add Contact** to add a new contact to an address book and to your group.
5. Highlight a name in the group and click **Remove** to delete the name from the group (it stays in your address book)
6. Click **OK** when finished.

Using Groups in the Web Version of GroupWise

You can create and edit groups in the web version of GroupWise — the one that you get to by typing www.ccsf.edu in a Web browser's address line (covered in a separate document).

However, if you create a group in the Windows version of GroupWise 7, you can't edit it in the Web version. You can, however, send email to the group.