

## **System, Frequent Contacts and Groups Address Books:**

### **Using the Address Book:**

Use an address book like a contact management tool, phone directory, and information center for your addressing needs. Address books can store names and addresses, e-mail addresses, phone numbers, and much more. Entries in an address book can be a personal contacts or personal groups.

A **Contact** is a single person created by you. For example if you only send an email to one person, that person can be created as a contact so that you don't have to keep re-typing the persons email address.

A **Personal group** is a group created by you. For example, if you often send emails to several people or students you could create a Personal Group instead of selecting each individually. Using the Address Book, you can open contacts to view details, select names to send an item to, create and modify groups, and create and delete contacts or personal groups and are displayed in both the left and right panes of the open address book.

### **System Address Book:**

The system address book is marked with an  icon. The system address book is the address book configured and maintained by the system administrator. Use this address book to view information about everyone in your GroupWise system. **You can view information about contacts in the system address book, but you cannot edit this information.**

### **Frequent Contacts Address Book:**

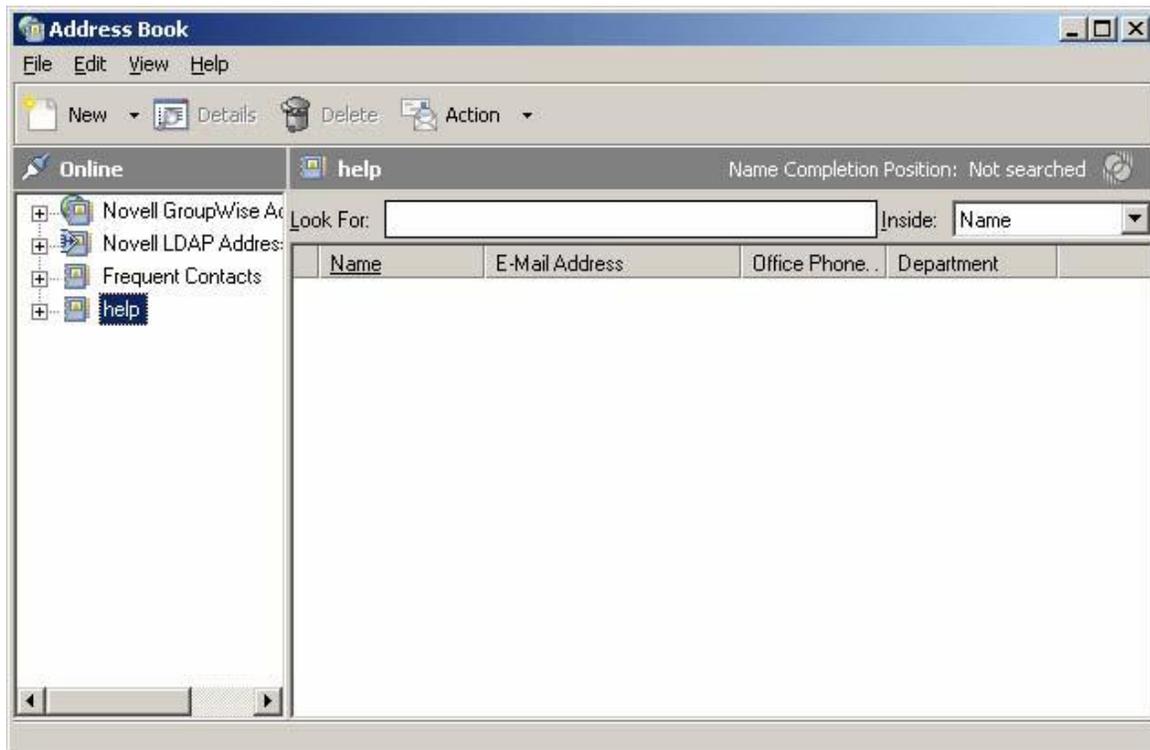
The Frequent Contacts address book is marked with an  icon. A single contact is marked with an  icon. Use the Frequent Contacts address book to access your most frequently used or most recently used entries. When you use an address in a message, the entry is copied to the Frequent Contacts address book. You can view the date and time you last used an entry and the number of times you have used it. After an entry is placed in Frequent Contacts, it remains there until you delete it. The entry also remains in its original address book. You can use Frequent Contacts Properties to decide which addresses to capture (if any) from either received or sent items, and how long you want addresses to remain in the address book before deleting them. Although the Frequent Contacts address book is created by GroupWise, it is considered a personal address book because you can edit the information for contacts.

### **Personal Address Books:**

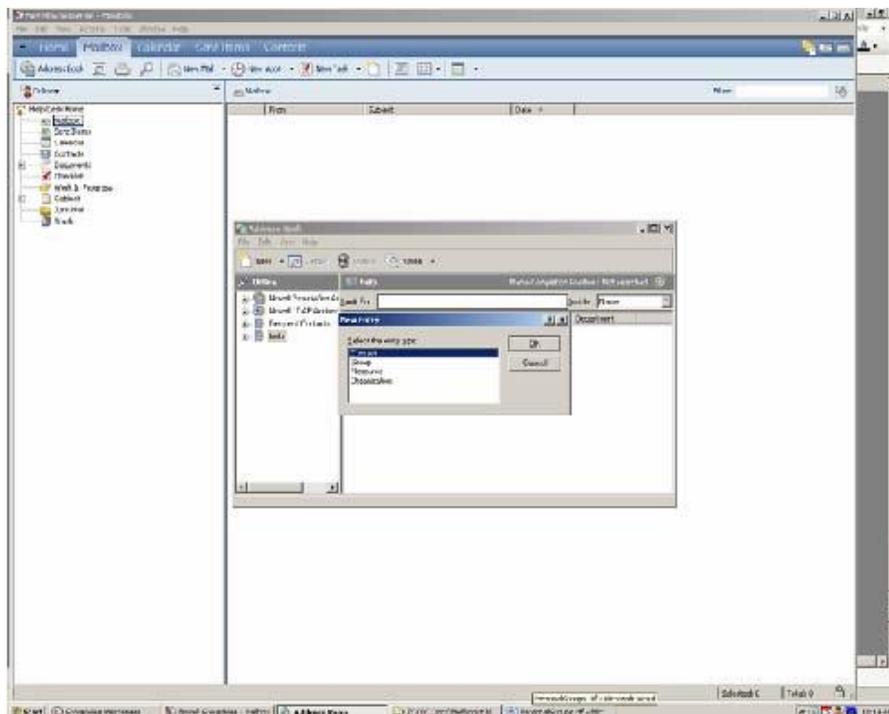
Personal address books are marked with an  icon. You can create, edit, save, and rename multiple address books for your personal use. You can add and delete names and address information for any contact (person, company) you want in your personal address book. You can also create your own information properties (fields). Personal address book list addresses according to your preferences. For example, you can include Internet addresses or no address at all for the people you add to your personal address book. You can also create personal groups. If you save a list of people as a group, you only need to type the group name in the To box to send the entire group a message. Groups are marked with the  icon

## Creating a Contact(s) in your Personal Address Book:

Open the Address Book. Click your personal (username) address book from the list on the left.



Click the New button on the toolbar. Select Contact and click OK



Complete as much information as you have for that contact and click OK.

**New Contact: (help)**

Summary | **Contact** | Office | Personal | Comments | Advanced | Certificate

Name

First: John Prefix: Mr.

Middle: Login Suffix: Jr.

Last: Now Display: John Now

Email Address

john\_now@novell.com

Phone

Office: 812-336-0000

Mobile: 222-636-6589

Instant Messaging

Provider: Other User ID:

Categories

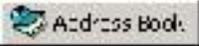
OK Cancel

To edit a contact at a later date, just right-click the contact and choose Details. Editable information is on the Contact tab.

### **Using the Address Book, the Address Selector, and the Contacts Folder:**

There are three ways to access address book information: the Address Book, the Address Selector, and the Contacts Folder.

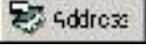
### **Address Book**

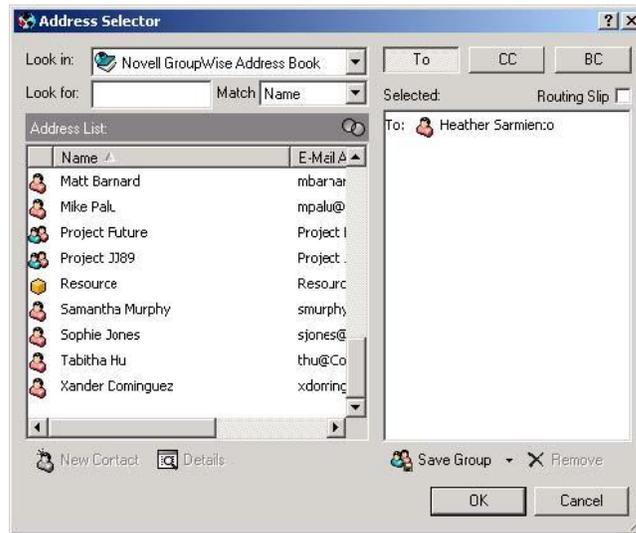
To open the GroupWise Address Book, click the Address Book button  on the Main Window toolbar. The Address Book opens, displaying a left pane that lists the system address book, LDAP address book, Frequent Contacts address book, and any personal address books you have created.

Name	E-Mail Address	Office Phone...	Title
Heather Sarmiento	hsarmiento@Corporate.com	x11005	Manager Group A
Jason Stevens	jstevens@Corporate.com	x11022	Tester Group B
Joe Panglinan	jpanglinan@Corporate.com	x11000	Tester Group B
Kuo-Chang Huang	khuang@Corporate.com	x11017	Engineer Group A
Lori Tanaka	ltanaka@Corporate.com	x11018	Engineer Group A
Lunchroom	Lunchroom@Corporate.com		
Maitha de la Torre	mdelatorre@Corporate.com	x11019	Engineer Group B
Matt Barnard	mbarnard@Corporate.com	x11015	Tester Group A
Mike Palu	mpalu@Corporate.com	x11002	Director of Engine...
Project Future	Project Future@Corporate...		
Project J89	Project J89@Corporate.c...		
Resource	Resource@Corporate.com		
Samantha Murphy	smurphy@Corporate.com	x11016	Admin. Assistant
Sophie Jones	sjones@Corporate.com	x11006	Engineer Group A
Tabitha Hu	thu@Corporate.com	x11013	Engineer Group B

You can use File > Open Book and File > Close Book to display and hide the address books in this pane. The right pane lists all the entries in the selected address book. What You Can Do in the Address Book. Using the Address Book, you can open contacts to view details, select names to send an item to, create and modify groups, and create and delete contacts. The Address Book also provides you with advanced address book options, such as, creating and modifying personal address books, changing your Name Completion search order, changing the properties of an address book, defining copy options, changing your MAPI configuration, importing and exporting address books, sharing address books, adding directory services, printing labels, and more.

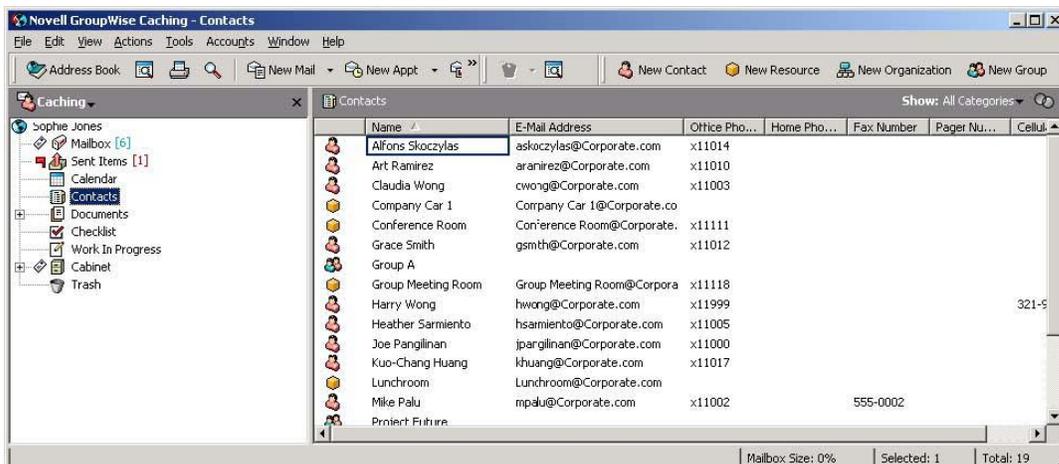
### Address Selector:

When you are composing a new item and click the Address button  on the item view toolbar, the Address Selector displays. The Address Selector presents a simplified view of the Address Book, providing you with the options you need to select a name or create a group.



### Contacts Folder:

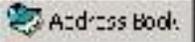
The Contacts folder  in the GroupWise Folder List, by default, represents the Frequent Contacts address book in the Address Book.



If you want the Contacts folder to display entries from a different address book, right-click the Contacts folder, click Properties, click the address book name from the Address Book drop-down list, and then click OK. Any modification you make in the Contacts folder will also be made in the corresponding

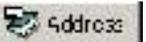
address book (Frequent Contacts or other address book). Use the Contacts folder to view, update, delete, and add information to the contacts in your address book.

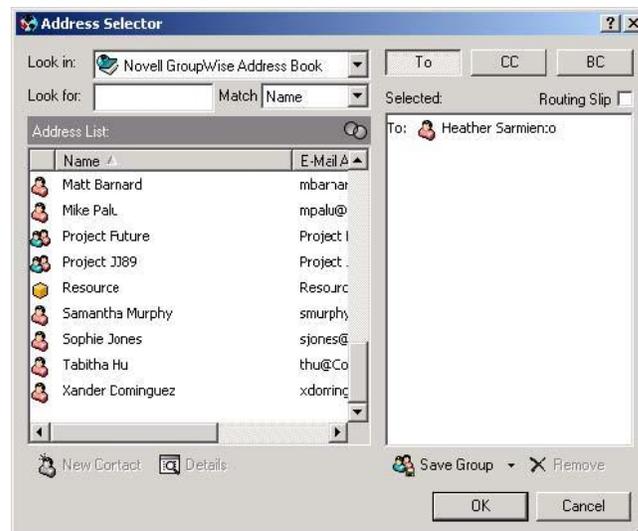
### **Creating and Saving a Personal Group:**

In the Main Window, click  on the toolbar. Click the personal address book you want to add this group to. Click New on the toolbar, click Group, and then click OK.



Type a name for the group. Type comments, such as a description of the group. Click Add to open the Address Selector dialog box and display the address list. Click To, CC, or BC, double-click or Ctrl+click and drag the users and resources for your group. If the users you want to add are in a different address book, click the address book on the Look In drop-down list. To filter the list of entries by contacts, groups, or resources, click an option on the  drop-down list. To add an entry that is not in an existing address book, click New Contact, fill in the information, click OK, then double-click the entry. Click OK twice to save the group in the personal address book.

You can also create and save a personal group from the Address Selector when you are addressing a message or other item. In an item view, click  on the toolbar.

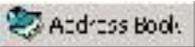


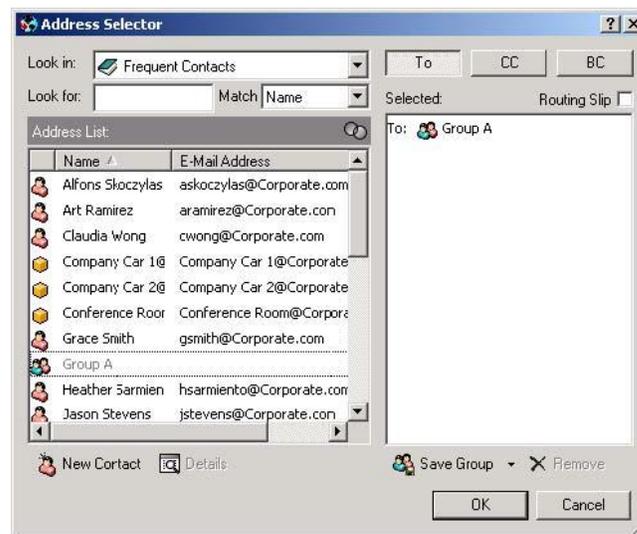
Double-click contacts to add them to the right pane. If the users you want to add are in a different address book, click the address book on the Look In drop-down list. To filter the list of entries by contacts, groups, or resources, click an option on the  drop-down list. To add an entry that is not in an existing address book, click New Contact, fill in the information, click OK, then double-click the entry. Click Save Group. If you want to save the group to a different address book than the one that is displayed, click the arrow on the right of Save Group, then select the address book.



Type a name for the group. Type comments, such as a description of the group. Click OK twice.

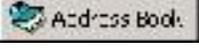
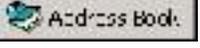
### Addressing Items to a Group:

In an item view, click  on the toolbar.

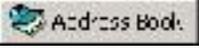
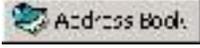


Select a group, and then click To, CC, or BC. Repeat as necessary. To show all the members of the group, right-click the group, then click Expand Group. To see more information about the group, right-click the group, then click Details. Click OK to return to the item view.

## **Adding and Removing Contacts from a Personal Group:**

In the Main Window, click  on the toolbar. In the left pane, click + to expand the address book the group is located in, then click the name of the address book or click  on the toolbar in an item you are composing. Right-click the group, then click Details. Groups are marked by the  icon and display in the right and left panes of the Address Book. On the Details tab, click Add to open the Address Selector dialog box and display the address list. Click the  drop-down list to filter the list by contacts, groups, or resources. To add a contact, click the Look In drop-down list, then click the address book the contact is in. Click the Match drop-down list, and then click the way you want to locate the contact (by first name, last name, or full name). In the Look For field, type the contact you want to add. The address list scrolls to the nearest match. Double-click the contact in the list so that it is added to the Selected list. To delete a contact, click the name in the Selected list, then click Remove. Click OK twice to save the group.

## **Viewing Group Information:**

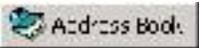
In the Main Window, click  on the toolbar. In the left pane, click the address book where the group is located. Click + to expand the address book or click  on the toolbar in an item you are composing, or Click the Contacts folder  in the Folder list. Right-click the group, then click Details. Groups are marked with the  Icon. Click the Details tab.



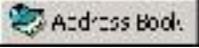
## **Editing a Personal Address Book:**

In a personal address book, you can add or delete entries, edit existing information, copy names from one book to another, or rename a book. You can also create your own custom address book fields.

## **Deleting Entries from a Personal Address Book:**

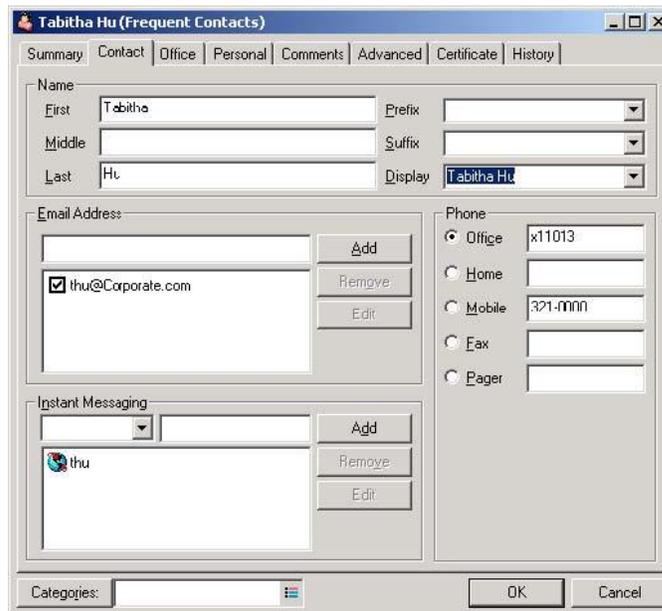
In the Main Window, click  on the toolbar. Click an address book, then click or Ctrl+click the names you want to remove. Press the Delete key, and then click Yes.

## **Editing Entries in a Personal Address Book:**

In the Main Window, click  on the toolbar. Click an address book, and then double-click the name you want to edit. Edit the information on the different tabs, and then click OK.

## Managing Contacts:

Each contact in the Contacts folder is marked with  the Contact icon. When you double-click a contact, the contact item view displays.

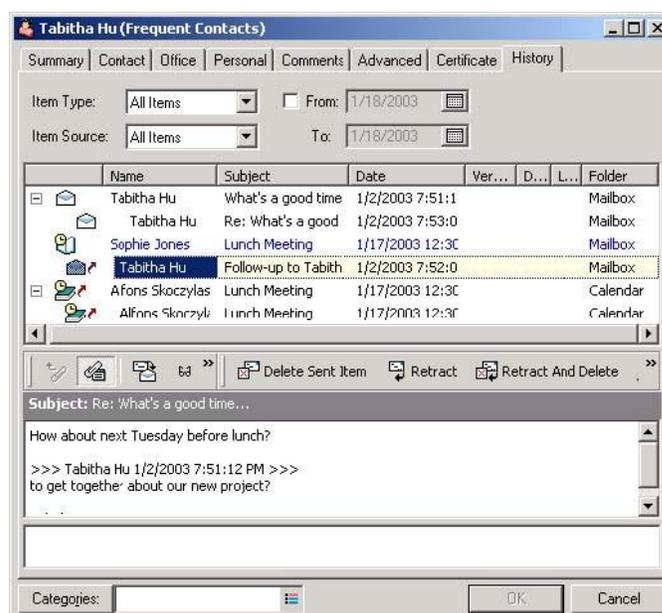


## Managing Groups:

Each group in the Contacts folder is marked with the  Group icon. When you double-click a group, the group item view displays.

## Viewing All Correspondence You Have Had with a Contact:

Use the History tab to view all correspondence you have had with a contact. Click the Contacts folder. Double-click a contact. Click the History tab. All items you have received from or sent to this contact display.



	Name	Subject	Date	Ver...	D...	L...	Folder
	Tabitha Hu	What's a good time	1/2/2003 7:51:1				Mailbox
	Tabitha Hu	Re: What's a good	1/2/2003 7:53:0				Mailbox
	Sophie Jones	Lunch Meeting	1/17/2003 12:30				Mailbox
	Tabitha Hu	Follow-up to Tabitha	1/2/2003 7:52:0				Mailbox
	Afons Skoczylas	Lunch Meeting	1/17/2003 12:30				Calendar
	Afons Skoczylas	Lunch Meeting	1/17/2003 12:30				Calendar

Subject: Re: What's a good time...

How about next Tuesday before lunch?

>>> Tabitha Hu 1/2/2003 7:51:12 PM >>>  
to get together about our new project?

The Folder column shows which folder each item is located in. To add or remove columns, right-click the column heading, then click an option. To sort by the information of a column (for example, by date

or subject), click the column heading. The message text of the selected item displays below the item list. You can resize the window to see more or less text. You can act on an item (for example, reply, forward, or delete) by clicking buttons on the toolbar above the message text. To show items received and sent between specific dates, specify start and end dates in the From and To fields. To show only a specific item type (for example, mail or appointment), click an item type.