

Novell GroupWise 7.0 - The GroupWise Address Book

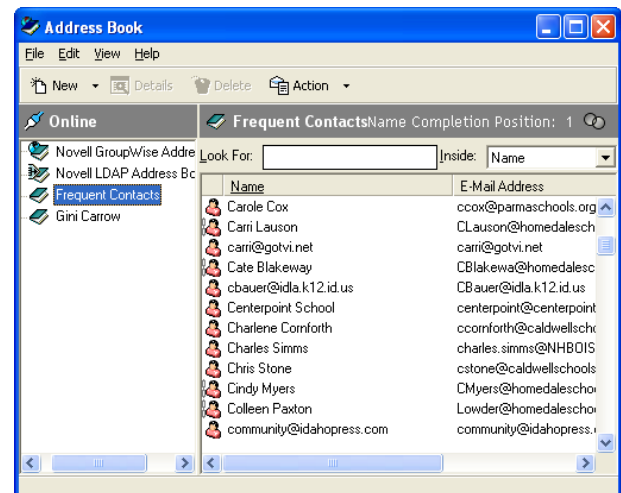
To open the Address Book, from the **Tools** menu select **Address Book** or when composing a message, click the Address button.

There are four Address Books available – the Novell GroupWise Address Book and the Novell LDAP book list all users in the system and can not be edited; the Frequent Contacts book lists users you have recently contacted and is automatically generated; and you have your own personal address book with your name.

Adding Contacts

To add contacts to your personal or Frequent Contacts address book, select the book desired - see next section to help you decide which book to choose.

Click the New button from the toolbar, select the type of entry desired – contact, group, resource, or organization – then fill in the fields for the entry. Click OK and the entry is added to the book.



Which should I use? My Personal Address Book or the Frequent Contacts Book?

You can add entries to either book but you may want to use the Frequent Contacts book **exclusively** for this reason . . . addresses added to the Frequent Contacts book will automatically 'pop-in' to the To: field when you are composing an email message. Addresses added to your personal address book will not - you have to actually open the Address book and select the address to send to one of those addresses.

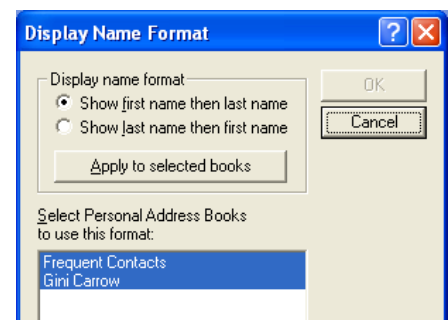
Automatic Additions to the Frequent Contacts Address Book

Any time you send an email – either a reply, a forward, or a new email – the address you are sending to is automatically saved in your Frequent Contacts Address Book. The next time you want to send a message to that address, just begin typing it in the To: field of your new message and the complete address will “pop-in” from the address book.

Caution: If you type in an address incorrectly and send the email, the address will still be added to the Frequent Contacts list. Be sure to go in and delete any incorrect addresses that might have been saved.

Name Formats in the Address Book

The names in your address books can be displayed either first name first or last name first. To set the format, open the Address Book and select the View menu. Choose Name Format . . . and the dialog box will open. Select the radio button for the format you desire. Your choice will automatically be applied to the System Address Book and any personal address books you select from the list below. Click Apply to selected books and then OK.



Search the Address Book

To find an entry in the Address Book, drag the scroll bar up or down the list. A Screen Tip shows where you are in the list; stop scrolling when you get near the desired name.

You can also search in a field by typing in the search field above the column. As you type, the address list jumps to the closest match in the list.