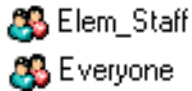
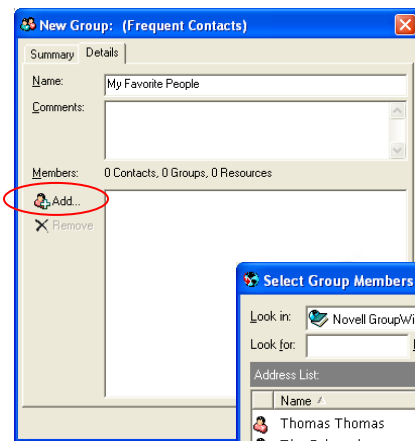


## Create an email Group in GroupWise

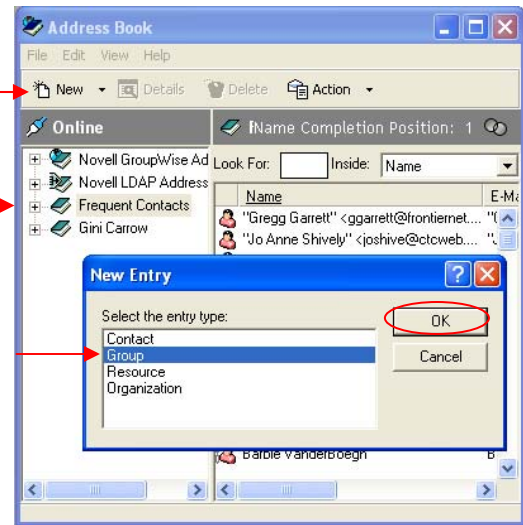
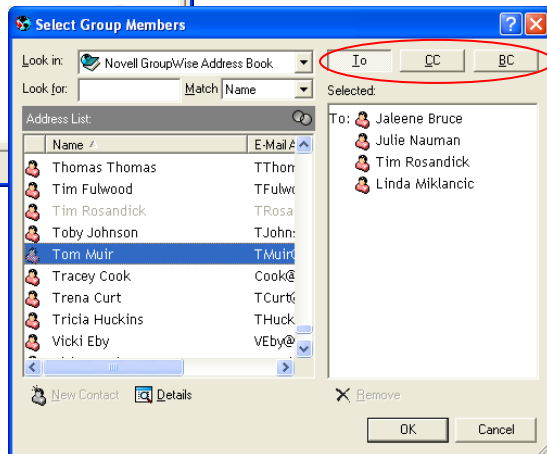


A group is a list of users which are related in some way and the group is designated with a group name. There are two types of groups – public groups and personal groups. Public groups are defined by the system administrator and can not be edited. For example, in our Address Book are public groups of staff members at each building, all principals in the district, etc. Personal groups are defined by you and only display in your personal address books. Groups are listed along with individuals in the address book but are identified as groups by the group icon.

To create a personal group, open the **Address Book**. Choose either the **Frequent Contacts** from the list on the left and then click the **New** button in the Address Book toolbar. Select **Group** for the entry type and click OK.



Name the group with a descriptive name, add any comments you choose, then click **Add...**



Double click a name in the Address List on the left to add it to the **Selected** list on the right. (You can scroll through the list or type into the Look for: box at the top.) Continue adding members until your list is complete. Notice that you can change selected members to receive CC or BC messages instead of To: messages.

When you have a complete list, click OK to save your group.

To send a message to a group, open a new message and begin typing in the group name in the To: field.