

## Groupwise Web Access: Creating a Personal Group

1. From the GroupWise WebAccess main window, click the Address Book icon to open the Address Book.
2. In the Address Books list, select the address book that contains the entries you want to add to the group.

For GroupWise, you can choose from the GroupWise address book, the Frequent Contacts address book, or a personal address book.

3. To search for a specific entry, use the search conditions boxes to define the Address Book fields and information you want to search.

GroupWise WebAccess supports the \* (asterisk) and ? (question mark) wildcards. When searching a field, you can use \* to represent multiple characters and ? to represent one character. In the Java Address Book, for example, if you define a "First Name begins with jo\*" condition, the search will return all entries whose first names start with JO (John, Joel, Jose, and so forth).

The HTML Address Book and LDAP Address Book allow you to enter two search conditions. The Java Address Book, however, lets you enter more than two conditions. To do so, click the Advanced Search button.

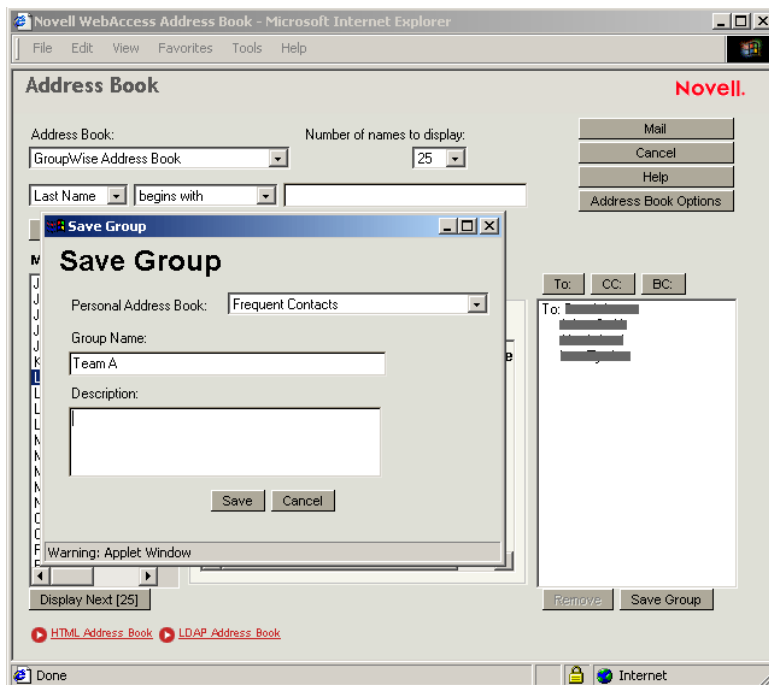
4. Click Search Address Book (or Search) to display a list of entries that match your search conditions.
5. Select the entry you want to add to the group, then click To, CC, or BC to indicate the recipient type.

If you are using the HTML Address Book or LDAP Address Book, you can add multiple recipients at one time by selecting the check boxes in front of the recipients' entries. In the Java Address Book, you must add each recipient individually.

6. After you've selected the entries you want to add to the group, click Save Group to display the Save Group dialog box.

7. In the Personal Address Book list, select the personal address book where you want to save the group.

8. Enter a name and description (optional) for the group, then click Save.



9. The group is added to the personal address book. When addressing items, you can type the group name in the To, CC, or BC box, or you can use the Address Book to include it.

**NOTE:** To find this group later, open the address book when composing an email, choose which Address Book you'd like to look in (using drop-down arrow), then just click the "**Search Address Book**" button to see all groups. Click the one you want to use and click the **To:** button. The item will be sent to each member of the group.