

# WORKING WITH DISTRIBUTION LISTS (“GROUPS”) IN GROUPWISE

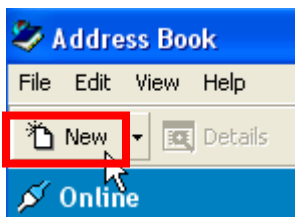
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## To create and save a personal group:

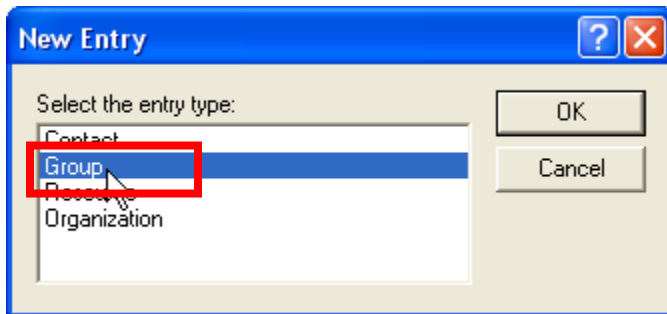
1. Click the **Address Book** button on the toolbar of the Main Window in GroupWise.



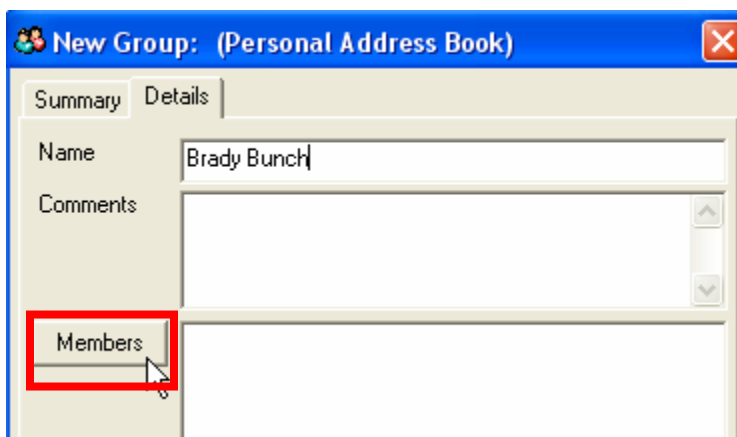
2. Click the personal address book you want to add this group to, and then click the **New** button on the Address Book toolbar.



3. Select the entry type, **Group**, and click **OK**.



4. Type a name for the group, and (*optional*) type comments, such as a description of the group.
5. Click on the **Members** button.



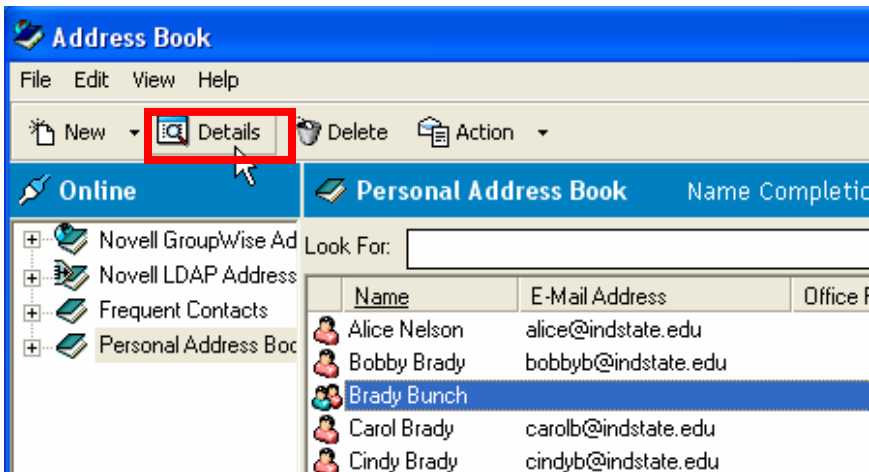
6. Click the **To**, **CC**, or **BC** button, as appropriate. Then double-click or drag-and-drop the user(s) and resource(s) for your group.
  - If the users you want to add are in a different address book, click the address book on the Look in Address Book drop-down list.
  - To add an entry that is not in an existing address book, click **New Contact**, fill in the information, and then click **OK**.
  
7. Click **OK** twice.

## To add and remove contacts from a personal group:

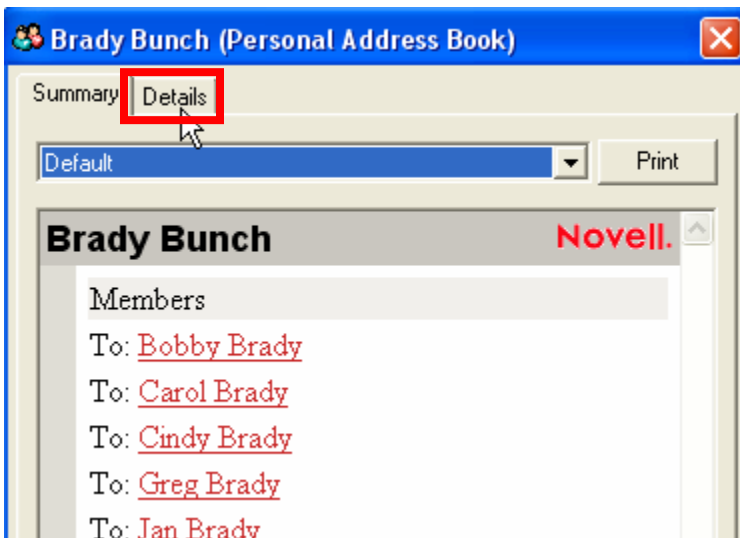
1. Click the **Address Book** button on the toolbar of the Main Window.



2. Locate the name of the group from the appropriate address book and click on it to select it.
3. Click the **Details** button on the Address Book toolbar.



4. Select the **Details** tab.



5. Inside the Details tab, select **Members**.



- To add a contact, click the Look in Address Book drop-down list, click to select the address book the contact is in, and then double-click the name in the list so that it is added to the Selected list.
- To delete a contact, click the name in the Selected list and then click **Remove**.

6. Click **OK** twice.