


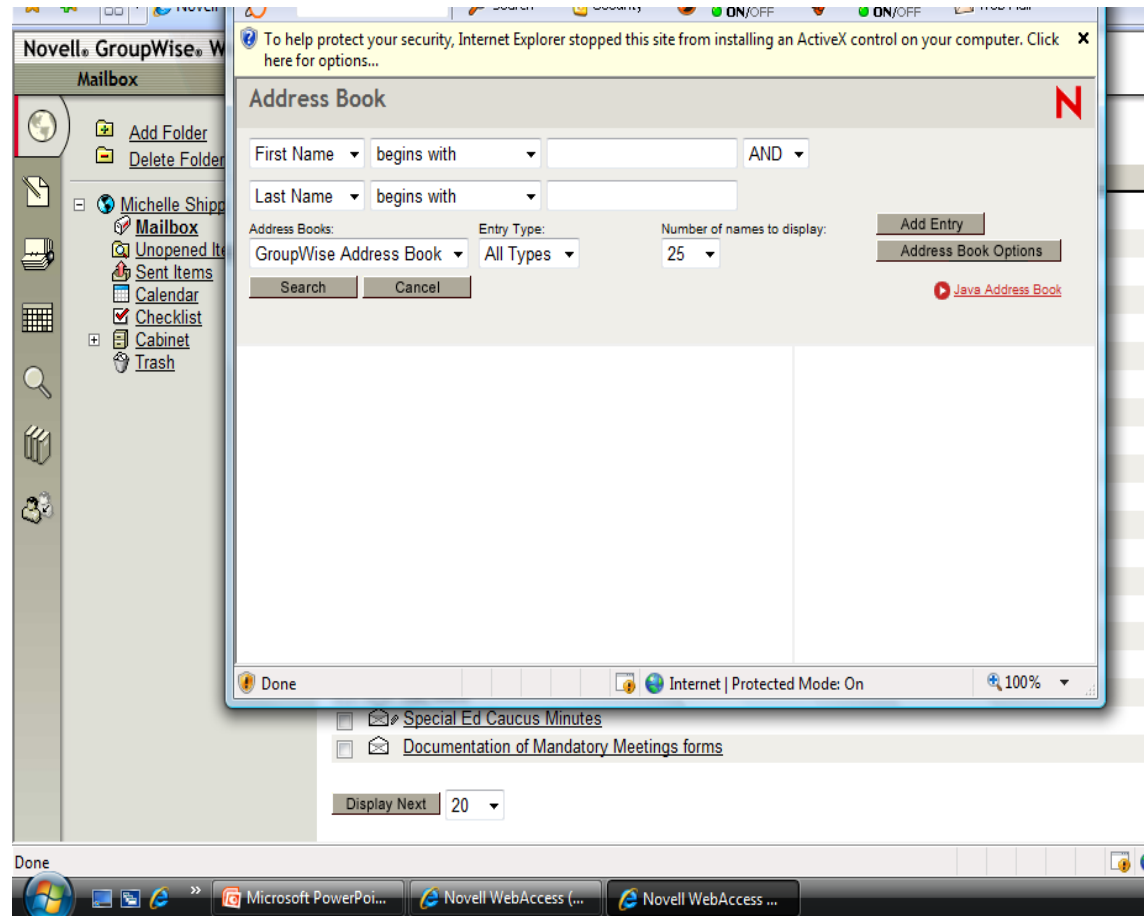
How to Create an Email Group in Groupwise

Step 1:

- Click the address book icon 
- The address book will open.

- Note: Sometimes the address book will open in Java and some computers don't support or run Java. If a dialogue box appears with this warning, just click to view in html format.

- This example is done in the html format.



Step 2:

- In the “First Name” box click on the arrow and choose “Department”.

- Type in your school name in the blank box.

- Then click “Search”

Address Book

Department ▾ begins with ▾ wilson AND ▾

Last Name ▾ begins with ▾

Address Books: GroupWise Address Book ▾ Entry Type: All Types ▾ Number of names to display: 25 ▾

Search Cancel Add Entry Address Book Options

Java Address Book

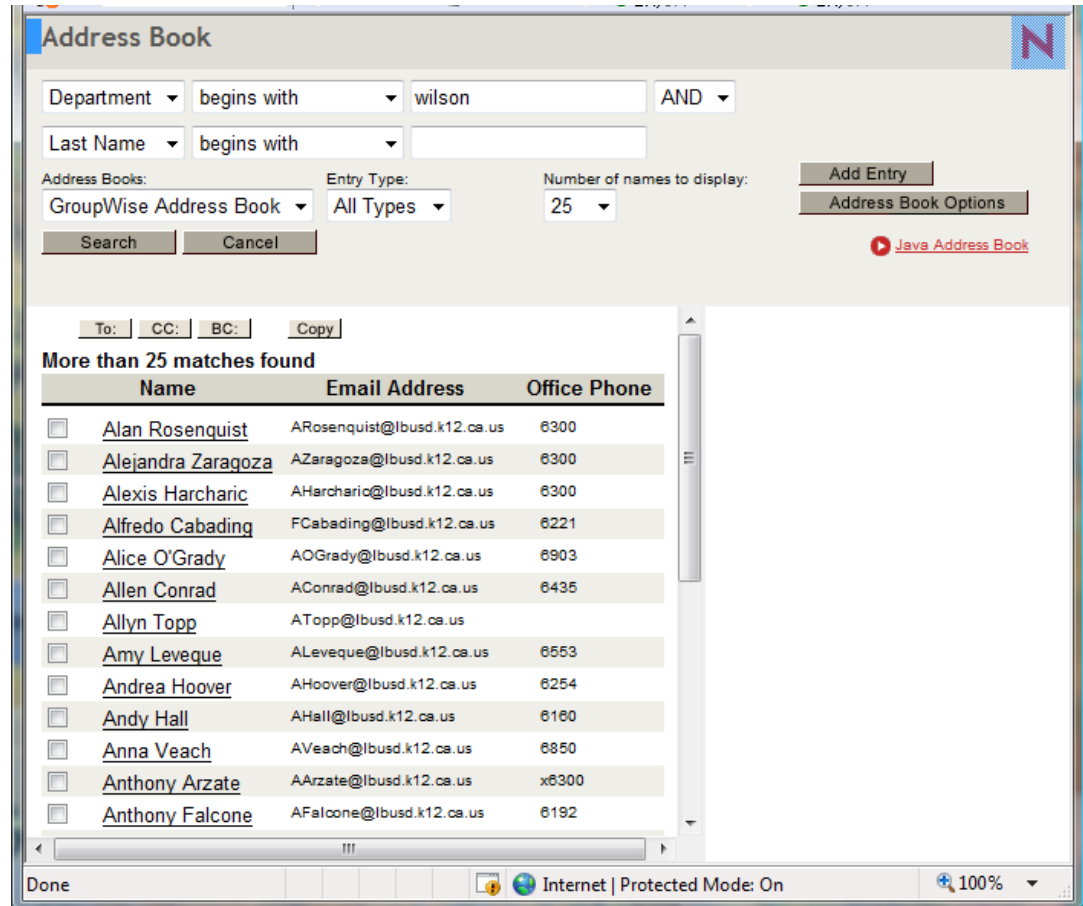
Internet | Protected Mode: On 100% ▾

Step 3:

- Put a check mark in the small box next to each name that you would like to add to your group.

- Remember that you will want to be sure to only include TALB members in the group you will be communicating with regarding TALB business. If you select all, then all staff members who work at your site will receive the email, including administrators and classified.

- Once you have the names checked off on this screen, click the “To:” button; if you click display next before clicking on the “To:” button the names on this screen will NOT be included.



Step 4:

- Click “Display Next” and you will see the next set of staff members for your site.
- Repeat Step 3 until you have completed selecting all the TALB members at your site (or members of the group).
- Now you have your group names selected, which are displayed on the right side with a red X, and you need to save the group. Click on “Save Group”.

The screenshot shows the 'Address Book' application interface. At the top, there are search filters: 'Department' set to 'begins with wilson', 'Last Name' set to 'begins with', and 'AND' logic. Below these are 'Address Books' (GroupWise Address Book), 'Entry Type' (All Types), and 'Number of names to display' (25). There are 'Search' and 'Cancel' buttons, and a 'Java Address Book' link. A 'Display Next' button is at the bottom left. The main area displays a list of staff members with checkboxes, names, email addresses, and phone numbers. On the right, there is a 'Mail' and 'Save Group' button, and a 'To:' field with a list of email addresses, each preceded by a red 'X' indicating selection. Below this are 'CC:' and 'BC:' fields. The browser status bar at the bottom shows 'Internet | Protected Mode: On' and '100%' zoom.

<input type="checkbox"/>	Name	Email	Phone
<input type="checkbox"/>	Anthony Arzate	AArzate@lbusd.k12.ca.us	x6300
<input type="checkbox"/>	Anthony Falcone	AFalcone@lbusd.k12.ca.us	6192
<input type="checkbox"/>	Antone Martinho	AMartinho@lbusd.k12.ca.us	6556
<input type="checkbox"/>	Antonio Santamaria	ASantamaria@lbusd.k12.ca.us	6857
<input type="checkbox"/>	Athena Williams	ADWilliams@lbusd.k12.ca.us	6300
<input type="checkbox"/>	Barbara Muse	BMuse@lbusd.k12.ca.us	6300
<input type="checkbox"/>	Benny Hinojos	BHinojos@lbusd.k12.ca.us	6300
<input type="checkbox"/>	Beverly Higa	BHiga@lbusd.k12.ca.us	6429
<input type="checkbox"/>	Bob Campbell	BCampbell@lbusd.k12.ca.us	6249
<input type="checkbox"/>	Bob Piercy	BPiercy@lbusd.k12.ca.us	6574
<input type="checkbox"/>	Brad Rudy	BRudy@lbusd.k12.ca.us	6724
<input type="checkbox"/>	Brenda Pallares	BPallares@lbusd.k12.ca.us	6257
<input type="checkbox"/>	Brett Gunnison	BGunnison@lbusd.k12.ca.us	
<input type="checkbox"/>	Camilla Bray	CBray@lbusd.k12.ca.us	6254

To:

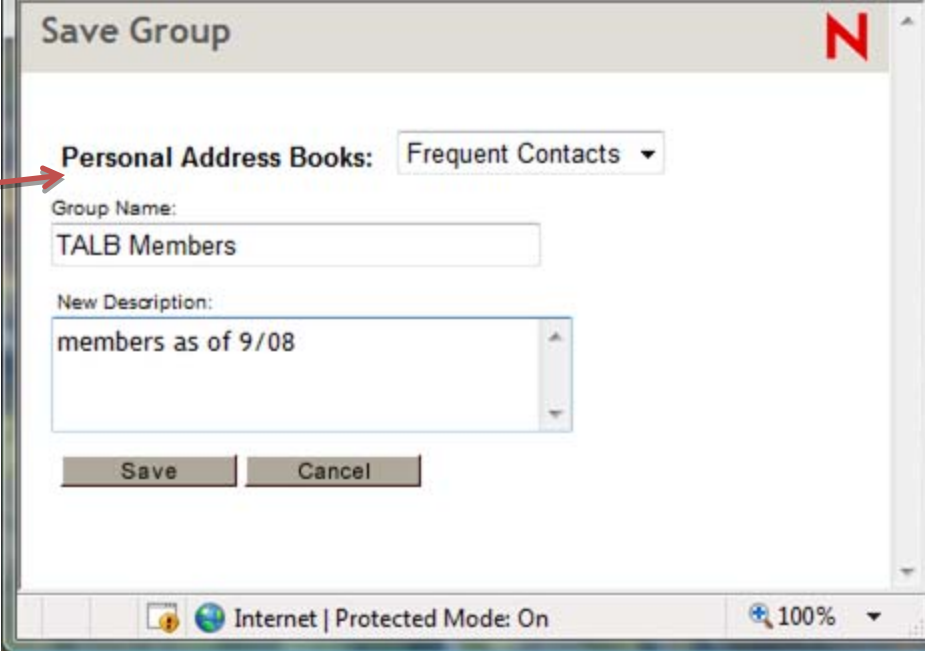
- ARosenquist@lbusd.k12.ca.us
- AZaragoza@lbusd.k12.ca.us
- AHarcharic@lbusd.k12.ca.us
- FCabading@lbusd.k12.ca.us
- AConrad@lbusd.k12.ca.us
- ALeveque@lbusd.k12.ca.us
- AHoover@lbusd.k12.ca.us

CC:

BC:

Step 5:

- You need to choose an address book to save the group in. You can use the pull down menu to choose the book. We recommend using “Frequent Contacts”.
- Type in a group name, ex: TALB Members
- The description is for your use. It is a good idea to at least date when you formed this group that way as staff changes occur you can keep your group current.
- When you are done, click “Save”.



The screenshot shows a 'Save Group' dialog box with the following fields and options:

- Personal Address Books:** A dropdown menu currently showing 'Frequent Contacts'.
- Group Name:** A text input field containing 'TALB Members'.
- New Description:** A text area containing 'members as of 9/08'.
- Buttons:** 'Save' and 'Cancel' buttons at the bottom.

The taskbar at the bottom of the window displays 'Internet | Protected Mode: On' and a zoom level of '100%'.

Step 6:

- You will get a message box that confirms your group was successfully saved.
- You will return to this screen, now click on “Mail” to send an email. Continue with email as you normally would.

The screenshot shows the 'Address Book' application window. At the top, there are search filters: 'Department' set to 'begins with wilson', 'Last Name' set to 'begins with', and 'Address Books' set to 'GroupWise Address Book'. The 'Entry Type' is 'All Types' and 'Number of names to display' is '25'. There are buttons for 'Search', 'Cancel', 'Add Entry', and 'Address Book Options'. A 'Java Address Book' link is visible in the bottom right.

<input type="checkbox"/>	Name	Email	Phone
<input type="checkbox"/>	Anthony Arzate	AArzate@lbusd.k12.ca.us	x6300
<input type="checkbox"/>	Anthony Falcone	AFalcone@lbusd.k12.ca.us	6192
<input type="checkbox"/>	Antone Martinho	AMartinho@lbusd.k12.ca.us	6566
<input type="checkbox"/>	Antonio Santamaria	ASantamaria@lbusd.k12.ca.us	6857
<input type="checkbox"/>	Athena Williams	ADWilliams@lbusd.k12.ca.us	6300
<input type="checkbox"/>	Barbara Muse	BMuse@lbusd.k12.ca.us	6300
<input type="checkbox"/>	Benny Hinojos	BHinojos@lbusd.k12.ca.us	6300
<input type="checkbox"/>	Beverly Higa	BHiga@lbusd.k12.ca.us	6429
<input type="checkbox"/>	Bob Campbell	BCampbell@lbusd.k12.ca.us	6249
<input type="checkbox"/>	Bob Piercy	BPiercy@lbusd.k12.ca.us	6574
<input type="checkbox"/>	Brad Rudy	BRudy@lbusd.k12.ca.us	6724
<input type="checkbox"/>	Brenda Pallares	BPallares@lbusd.k12.ca.us	6257
<input type="checkbox"/>	Brett Gunnison	BGunnison@lbusd.k12.ca.us	
<input type="checkbox"/>	Camilla Bray	CBray@lbusd.k12.ca.us	6254

At the bottom left, there is a 'Display Next' button. On the right side, there is an email composition pane with 'Mail' and 'Save Group' buttons. The 'To:' field contains a list of email addresses, each with a red 'X' next to it, indicating they are selected for the email:

- ARosenquist@lbusd.k12.ca.us
- AZaragoza@lbusd.k12.ca.us
- AHarcharic@lbusd.k12.ca.us
- FCabading@lbusd.k12.ca.us
- AConrad@lbusd.k12.ca.us
- ALeveque@lbusd.k12.ca.us
- AHoover@lbusd.k12.ca.us

The bottom status bar shows 'Internet | Protected Mode: On' and a zoom level of '100%'.

How to Retrieve a Saved Group:

- Click on the “address book” icon.
- Choose “Name” in the pull down menu on the “first name” line.
- Type in the group name.
- For the “address book” pull down menu you will need to select the address book you saved the group in, see step 5.
- Then in “entry type” use the pull down menu and select “group”.
- Click “Search” and all matches will be listed.
- Click the box next to the group and then click on the “To:” button.
- Now click on the “Mail” button and you are ready to send an email to your group.

Address Book

Name AND

Last Name

Address Books: Entry Type: Number of names to display:

1 match found

Name	Email Address	Office Phone
<input type="checkbox"/> newcomb teachers	newcomb teachers	

http://www.novell.cor Internet | Protected Mode: On 100%

1 match found

Name	Email Address	Office Phone
<input checked="" type="checkbox"/> newcomb teachers	newcomb teachers	

To:

CC:

BC:

http://www.novell.cor Internet | Protected Mode: On 100%