

# GroupWise 7

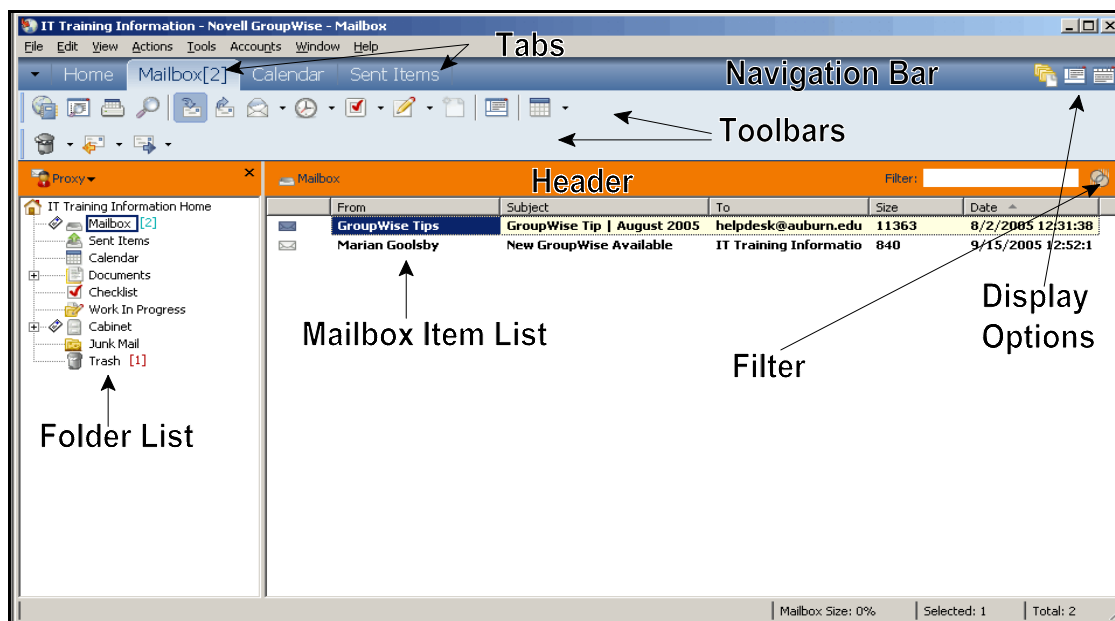
## Main Window, Mailbox, and Address Book

### What is Novell GroupWise?

Novell GroupWise is an integrated mail, calendar, scheduling, and task management software program. It lets you send and receive mail, appointments, notes, phone messages, and tasks. Other features of GroupWise include the Calendar, Checklist, Scheduling with Busy Search, Filtering, and more. GroupWise lets you customize the main window to suit your needs.

### The Novell GroupWise Main Window

The GroupWise Main Window is your main work area in GroupWise. Some important parts of the window are: the Navigation Bar, the Display Options, the Toolbars, the Header, the Folder List, the Mailbox Item List, the Filter, and more. These parts are explained below.



- Navigation Bar** contains **tabs** to help you quickly access your most used folders. It can be toggled on and off from the View menu. Notice the Mailbox tab displays the number of unread messages in your Mailbox. You can customize the Navigation bar by right-clicking it to add more tabs or change the color scheme.

- ☛ **Display Options** buttons are located on the right end of the Navigation bar. There is a button to display or hide the Folder List, a button to display or hide the QuickViewer, and a button to display or hide the Main Menu.
- ☛ **Toolbars** allow you to quickly perform common tasks in GroupWise, such as creating a mail message, viewing your calendar, or viewing the Address Book. You will find the Main Toolbar plus the Folder Context Toolbar. The options on the context toolbar change for each selected folder. All toolbars can be toggled on or off under the View menu. Toolbars can be customized by *right-clicking*.
- ☛ **Headers** appear above your Folder List, Mailbox Item List, QuickViewer, and in the sent and received message windows. You can customize headers by *right-clicking* on them. After customizing, if you want to return all headers to their default state, *right-click* any header and select **Reset to Default**. Message headers can be copied by *right-clicking* the header in a message then selecting **Copy Message Header** from menu. You can then paste the copied header into a new message or into a document.
- ☛ **Folder List** appears on the left side of the GroupWise Main Window. It helps you organize items you send and receive. The Folder List can be toggled on and off using the button located on the right end of the Navigation Bar. You can add new folders to further organize items. The default folders are described in the table below.

Folder	Contents
Mailbox	Displays your received mail items
Sent Items	Displays items that you have sent
Calendar	Displays your calendar in the main window with several different view options
Contacts	Displays your Frequent Contacts from the Address Book
Checklist	Displays your “to do” list; you can move any items into this folder
Work in Progress	Used to store items that are not yet ready to send
Documents	Displays GroupWise documents
Cabinet	Storage place for personal and shared folders
Junk Mail	Storage place for junk mail messages
Trash	Contains items you have deleted

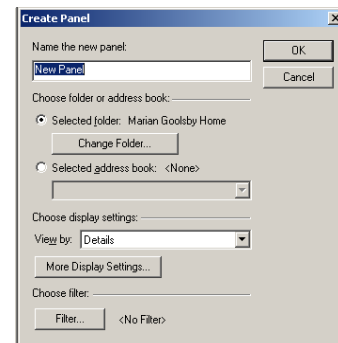
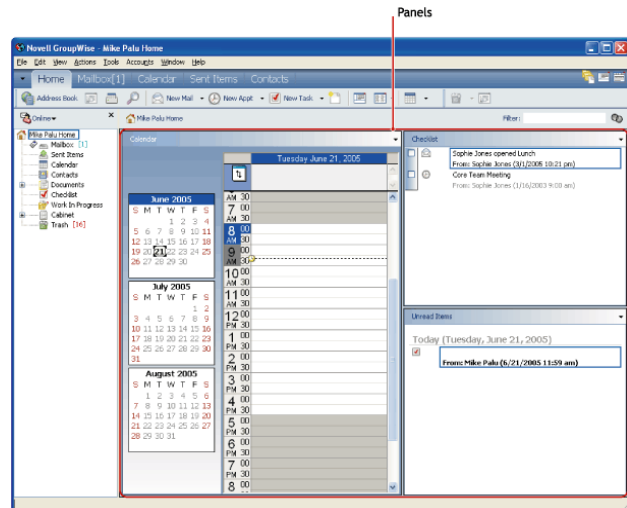
- ☛ **Mail Item List** appears on the right side of the Main Window. It displays items contained in a selected folder.
- ☛ The **Filter** is located on the right end of the Mailbox Header. You can use the Filter to select a group of messages to view. You can use the Filter text box to ask GroupWise to display messages containing almost any character.

## Using the Home View

The Home View shows your most important information. Panels display the information. A panel is a customized view of information in GroupWise. By default, the Home View displays a panel containing your calendar for the current day, a panel showing your checklist, and a panel listing your unread mail items. The following paragraphs explain how you can customize your Home View.

### Editing and Working with Panels

1. **Changing number of panels displayed.** Click the drop-down arrow at the top right corner of a panel. Click **One Column** to view one column of panels. Click **Two Column** to view two columns of panels. Panels are organized in two columns by default.
2. **Adding an existing panel.** Click the drop-down arrow at the top right corner of a panel. Click **Add Panel** to display another panel in your Home View. Select one of the available panels then click the **Add** button.
3. **Resizing or moving a panel.** You can easily resize or move panels with the mouse. To resize a panel, click and drag a line located between two panels. To move a panel, place the mouse arrow on panel's title bar then drag and drop it to a new location.
4. **Closing a panel.** Click the drop-down arrow at the top right corner of a panel then select **Close**.
5. **Editing a panel.** If you want to modify other settings for a particular panel, click the drop-down arrow at the top right corner of the panel then select **Edit**. You can now change the panel name, display settings, or the folder or filter associated with the panel.
6. **Creating a new panel.** Follow the steps below to create a new panel:
  - a. Click the drop-down arrow at the top right corner of a panel.
  - b. Select **Add Panel...**
  - c. Click **New Panel...**
  - d. Type a name for the new panel in the box provided.
  - e. Choose a folder or an address book. Change display settings and add a Filter only if necessary.
  - f. Click **OK**.
  - g. Your new panel should now appear in the list of available panels. You can select it and click **Add** to have it appear in your Home View.

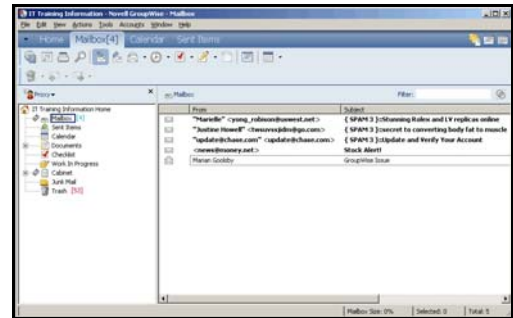


## Understanding Your Mailbox

The GroupWise Mailbox stores both sent and received mail items that you can open, read, delete, and organize. You can quickly change which items are displayed by clicking a folder in the folder list or a tab on the Navigation bar. You can use filters to further restrict what items are displayed.

### Bold Items

Unread items appear in bold text to help you easily see what has not yet been opened. The icon next to each item also tells you if an item has been opened or not. In the Sent Items folder, items will appear in bold text when they are queued but not yet uploaded, when they have not been transferred to the Internet, or when status information has not been received about the item being delivered.



### Icons Next to Mail Items

Icons that appear next to items in your Mailbox give you information about the item. A table providing an explanation of what each icon means can be seen by following these steps:

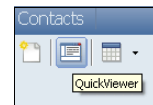
1. Click **Help menu** then choose **Help Topics** or press **F1**.
2. Choose **Index tab** then type *icons* in the box under “Type in the keyword to find:”
3. In the topic list, choose “next to incoming items” then click Display button.
4. In the Topics Found box, select “About the Icons Appearing next to Your Items” then click Display button.

### Reading Items

To open an unread mail item, you can do one of the following:

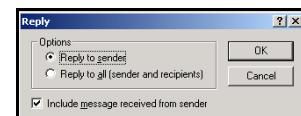
1. Double-click it to view it in a new window.
2. Click the **Quick Viewer** button on the toolbar. The QuickViewer allows you to quickly read or scan a list of messages.

*(Note: the QuickViewer can be displayed at the bottom or the right by making desired selection under the View menu, QuickView.)*



### Replying to Items

1. To reply to a message, click the **Reply** button on the toolbar.
2. Click **OK** if you want to send the reply to the original sender only or select **Reply to all** if you want to reply to the original sender plus all the recipients.
3. Check **Include message received from sender** if you want to include the original message.



4. Enter a message.
5. Click **Send**. The original message will remain in your Mailbox.

### Forwarding Items

When you want to send someone a copy of an item, you can forward it to them. The forwarded item can be sent as an attachment or as part of the message text by selecting the desired option from the Forward button drop-down list. You access the drop-down list by clicking the small black triangle located on right of Forward button. The steps below explain how to forward a message.

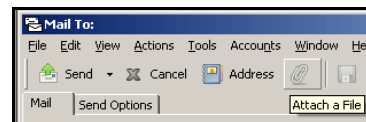
1. Open the message you want to forward.
2. Click the **Forward** button on the toolbar.
3. Enter the name(s) you want to send it to.
4. Enter a message if desired.
5. Click **Send**.

### Sending a Mail Message

1. From the GroupWise Main Window, click the **Create New Mail** button on the Main toolbar.
2. Type the recipient's name in the **To** field or click the **Address Item** button on the toolbar to select from a list of users in an address book. GroupWise uses Name Completion as you type in the **To** field. The Name Completion feature searches the address books looking for entries that match what you are typing.
3. Type a **Subject** and **Message**.
4. Click the **Send** button.

### Attaching Files

1. To attach a file to a message, select the **Attach a File** button on the toolbar.
2. Locate the file you want to attach.
3. Click on the filename to select the file.
4. Choose **OK**. The file will be displayed at the bottom of the mail message.
5. Type your message text and click **Send**.



### Using Send Options

You can make a message high priority, request a reply, delay delivery, and more when you use Send Options.

1. Before sending a message, click the **Send Options** tab.
2. Choose the desired options from the window.
3. Click **Send**.

## Composing Messages in HTML

1. From the GroupWise Main Window, click the *Create New Mail* button on the Main toolbar.
2. Choose HTML from the View menu.
3. Use the HTML toolbar buttons to insert pictures, format text, add color, and more.

## Sending a Phone Message

1. From the Main Window select **File, New, Phone Message**.
2. Type the recipient's name in the *To* field or click the *Address Item* button on the toolbar to select from a list of users in an address book.
3. Complete the phone message fields.
4. Click the *Send* button.

## Deleting Mailbox Items

Delete Mailbox items that are no longer needed. Deleted items will be moved to the Trash folder unless you select to **Delete and Empty** which bypasses the Trash folder. Below are ways to delete an item:

1. If the item is open, click the *Delete* button on the toolbar.  
or
2. If the item is closed, select it and press *Delete* on the keyboard.  
or
3. Click and drag it into the trash.  
or
4. **Right-click** the item and select *Delete* or *Delete and Empty* from the menu.

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**Tip:** You can select multiple items in a list by holding the *Ctrl* key as you click each item. You can select a consecutive list of items by clicking the first item, pressing and holding the *Shift* key then clicking the last item in the list.

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## Using the Work in Progress Folder

You can use the *Work in Progress* folder to store incomplete mail items. Items remain stored in this folder until you have a chance to finish them. When you send the item, the copy in the *Work in Progress* folder will be automatically deleted.

1. You can use one of the following ways to save your unfinished mail item:
  - a. Click **File, Save Draft**.
  - b. Click the **Cancel** button then select **Yes**.
  - c. Press **Ctrl+S**.
2. Choose the **Work in Progress** folder.
3. Click **OK**.
4. Close the message. It is stored in the **Work in Progress** folder.

5. Later when you're ready to complete the mail item, click **Work in Progress**.
6. Double-click the mail item you want to finish.
7. Finish your message then click **Send**.

## Working with Sent Items

When you send a mail item, GroupWise places a copy of it in your Sent Items folder so you can review, delete, retract, and resend the item. You can also check for delivery information on the sent item. Click the Sent Items folder to display all of your sent items.

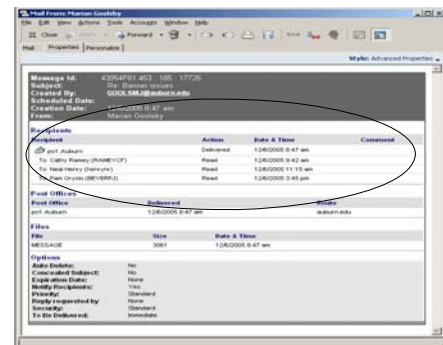
## Reviewing an Item

1. **Right-click** the item you want to review and select **Open** from the menu.
2. Click the **Close** button when you finish reviewing the item.

## Tracking Items

Properties allows you to check the status of any item you have sent. For example, you can see when an item was delivered and when the recipient opened it.

1. Open the item you want to track and click the **Properties** tab.
2. Click **Close** when you finish.



**Tip:** You can also view properties on items you receive. You can see others who received the item (except for blind copy recipients) and more.

## Resending Items

1. **Right-click** the item you want to resend or select it and click the **Resend** button on the context sensitive Item toolbar.
2. Change the message as you wish.
3. Click **Send**. You will be asked if you want to retract the original message.
4. Click **Yes** to retract the original message. (*Note: only unopened items and items sent to other GroupWise users can be retracted*).

## Retracting Sent Items

Items that have become outdated or sent by mistake can be retracted if the recipient has not yet opened the item. Following are two options for retracting an item:

1. Select the item you want to retract and click the **Retract** button on the context sensitive Item toolbar. If the recipient has not yet opened it, the item will be removed from the recipient's mailbox. To confirm that the message was retracted, you can look at its properties.

2. The Item toolbar also has a **Retract and Delete** button that will retract the item plus delete the copy from your Sent Items folder.

### Deleting Sent Items

1. Select the item you want to delete.
2. Click the **Delete Sent Item** button the Item toolbar.

## Using the Cabinet

The Cabinet folder contains folders you create yourself to organize your mail items. You can organize your mail items any way you like.

### Creating a Folder

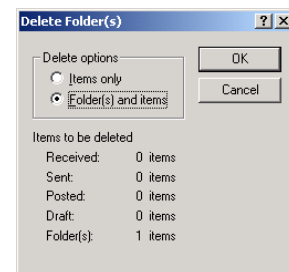
1. **Right-click** the **Cabinet** folder.
2. Select **New Folder** from the menu. There are 3 types of folders you can create. Personal folder should be selected. Click **Next**.
3. Type a name for the folder. Entering a description for the folder is optional. Click **Next**.
4. Click **Finish**. Notice that GroupWise automatically alphabetizes the folders in your Cabinet.

### Moving an Item to a Folder

1. Select the item you want to move to a folder.
2. Hold down the left mouse button and drag the item to the folder.  
(Note: the folder will be highlighted when your mouse is on top of it).
3. When you release the mouse button, the item has been moved to the folder.

### Deleting a Folder

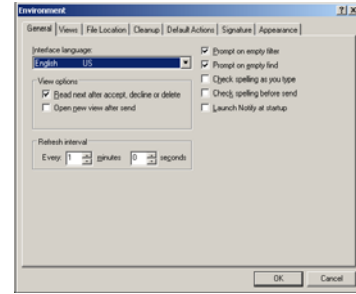
1. Select the folder you want to delete.
2. Press **Delete** on the keyboard.
3. Select **Folder(s) and items** and click **OK**.



## Setting up GroupWise Options

### Setting up a Signature

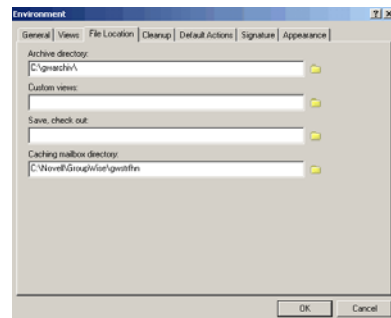
1. Select **Tools, Options** then double-click **Environment**.
2. Click the **Signature** tab.
3. Click the **Signature** checkbox.
4. Type the information you want to appear at the end of your mail messages in the available text box.
5. Select "**Automatically add**" or "**Prompt before adding**".
6. Click **OK**.



### Setting up an Archive Directory

GroupWise allows you to store messages on your hard drive in a designated place called an Archive directory. Before you can store a message in the Archive, you must create it by following these steps:

1. Click **Tools, Options** and double-click **Environment**.
2. Click **File Location**.
3. Type a path for the Archive directory (examples: **c:\your username, c:\gwarchive**).
4. Click **OK** then **Close** to return to the Main Window.



### Archiving a Message

1. **Right-click** the item you want to archive.
2. From the menu that appears, choose **Move to Archive**. The item will be removed from the mailbox and placed in the Archive directory. (*Note: you can also Archive mail by using the Actions menu*).

### Viewing Archived Messages

You can view your archived messages by clicking **File, Open Archive**. The Open Archive option works like a toggle switch to open and close the Archive directory. When you're finished looking at mail in the Archive, click **File, Open Archive** to return to the Main Window.

### Cleanup Options

You can set up GroupWise to automatically delete or archive messages by following these steps:

1. Click **Tools, Options** and double-click **Environment**.
2. Click **Cleanup**.
3. Select the cleanup options that you prefer for each type of mail item.
4. Click **OK** then **Close** to return to the Main Window.

### General Options

You can turn on or turn off some general features using these steps:

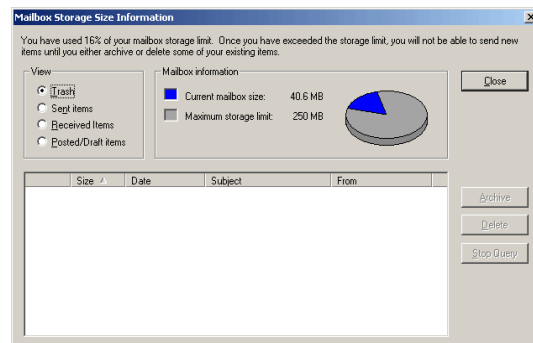
1. Click **Tools, Options** and double-click *Environment*.
2. Click *General*.
3. Select the options you want on such as “Check spelling before send” or “Launch Notify as startup.”
4. Click **OK** to save your selections.

## Managing Your Mailbox Size

Quota-based disk space management of GroupWise accounts was implemented in May, 2004 to allow you to keep mail in your GroupWise mailbox for as long as you wish, provided you do not exceed your 250 megabyte allotment of disk space. If you do exceed your quota, mail will continue to be delivered but you will lose the ability to send any new mail until you are within your quota. The information below will help you manage your Mailbox size.

### Checking your Mailbox Size

1. Click **Tools, Check Mailbox Size** to open the **Mailbox Size Storage Information** window that displays a pie chart showing your *Current mailbox size* and your *Maximum size limit*.
2. There is a *Mailbox Size* button located on the status bar at the bottom of the GroupWise main window. The button shows you the percentage of allotted quota that you are currently using. You can touch the button with your mouse to see a box showing *Mailbox Limit*, *Space Used*, and *Space Available*. You can also click the button *once* to open the **Mailbox Size Storage Information** window.



### Regaining Space in your Mailbox

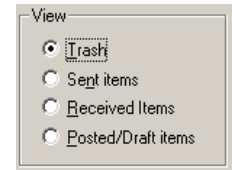
When you reach 80% of your quota, GroupWise will give you a warning message. When you reach or exceed your quota, you will continue to receive email but you will not be able to send messages. The suggestions below will help you regain space if you have received a warning or exceeded your limit.

1. **Delete** mail that you no longer need then empty it from the **Trash**. Remember that mail located in *Sent Items* and *all* folders in the *Folder List* are using your allocated space.
2. **Archive** mail that you want to keep for a long time.

### Using Mailbox Size Storage Information Window

Messages can be deleted and archived easily by using the **Mailbox Size Storage Information** window.

1. Click **Tools, Check Mailbox Size**.
2. Make a selection under **View**.
3. By default, items are sorted *by size*. You can sort in ascending or descending order by clicking the **Size** button. You can sort items on a different field by clicking another field button. For example, if you want to delete messages by date, you can click the **Date** button to sort items by date in ascending or descending order.
4. Select one item or a group of items then click **Archive** or **Delete** button to send items to the Archive or to the Trash.



## Junk Mail Handling

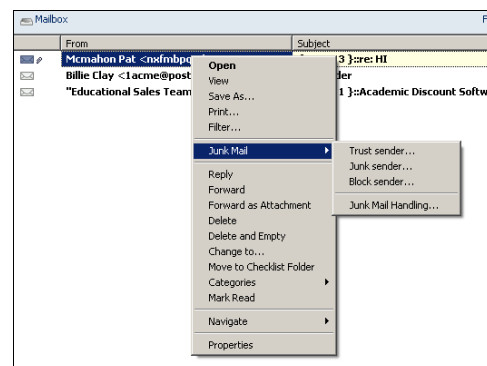
Effective management of junk mail will also help you control your Mailbox size. Junk Mail Handling located in the Tools menu can help you decide what to do with unwanted mail from the **Internet**. **Internal mail**, mail from a sender in Auburn GroupWise system, cannot be managed with Junk Mail Handling. The “From” field of an internal mail item shows only the sender’s name and not an internet address. The steps below provide instructions for enabling Junk Mail Handling.

1. Click **Tools, Junk Mail Handling**.
2. Under “Junk Mail,” select **Enable Junk List**.
3. Under “Blocked Mail,” select **Enable Block List**.
4. Click **OK** to save any changes you make to the Junk Mail Handling settings.

## How to Junk or Block a Message

When you receive an unwanted message from the Internet, **right-click** it, touch **Junk Mail** with your mouse arrow, then select one of the following:

1. **Junk Sender** - to send the message and all future messages from the address or domain to your Junk Mail folder.
2. **Block Sender** - to send the message and all future messages from the address or domain to the Trash folder.  
or
3. **Trust Sender** - to add the message and all future messages from the address or domain to your Trust List

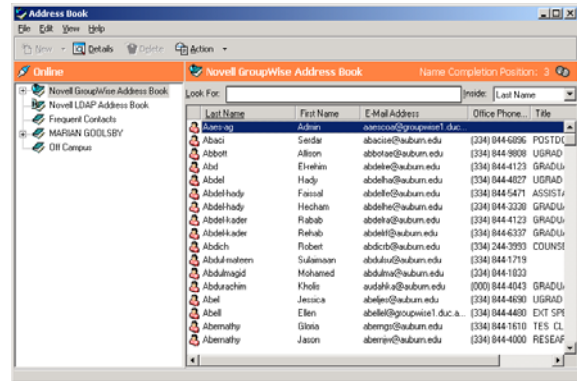


## Using the Address Book

The GroupWise Address Book is an information center. It can store names, e-mail addresses, phone numbers, and more. There are three options for accessing address book information: the Address Book, the Address Selector, and the Contacts Folder.

### The Address Book Window

Click the Address Book button on the Main toolbar to open the GroupWise Address Book window. The Address Book window contains the Novell GroupWise Address Book, Frequent Contacts, and your personal address books. Each of these is described below:

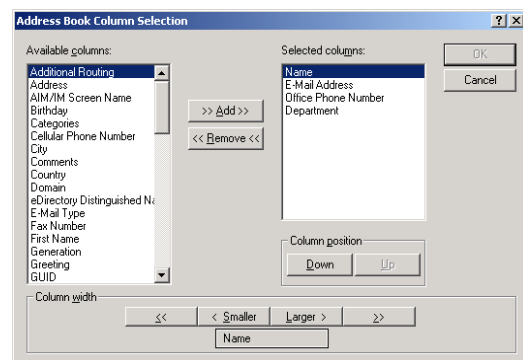


- ☛ The **Novell GroupWise Address Book** is also called the GroupWise System Address Book. It contains all GroupWise users in your system. This book is maintained by the GroupWise administrator. Contacts, resources, and public groups can be found in it.
- ☛ The **Frequent Contacts** book stores e-mail addresses of people you have previously mailed. When you send a message, GroupWise automatically records the e-mail address in Frequent Contacts. Even though Frequent Contacts is created by GroupWise, it is considered a personal book since you can add and remove names from it.
- ☛ **Personal Address Books** store addresses that you enter. Your personal address books can contain individual contacts and groups. You can create as many personal address books as you wish to help you organize your e-mail contacts. Personal address books can be shared. By default, you have a personal address book named after you.

### Selecting Columns to Display

You can decide what columns or fields of information you want displayed in each of your address books. Each address book can have different columns displayed.

1. Open the **Address Book** by clicking the button on the Main toolbar.
2. Select the address book in which you want to change the displayed columns.
3. **Right-click** a column heading and select **More Columns** from the menu.
4. Use the *Add* and *Remove* buttons to place the columns you want under **Selected columns**.



5. You can order the columns you select by clicking the *Down* and *Up* buttons.
6. You can select the size each column button by clicking the *Smaller* and *Larger* buttons.
7. Click **OK** when you're finished.

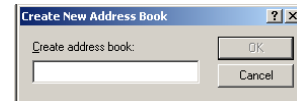
### Sorting an Address Book

Address books are sorted on the Name field by default. If you want to change that sort order, use the steps below:

1. Open the **Address Book** by clicking the button on the Main toolbar.
2. Select the address book you want to sort.
3. **Right-click** the column you want to sort on.
4. Select **Sort All Ascending** or **Sort All Descending** or **Sort on 'Field name' First** from the menu. (*Note: the column you are sorting on will be underlined*).

### Creating a New Personal Address Book

1. Open the **Address Book** by clicking the button on the Main toolbar.
2. Click **File, New Book**.
3. Enter a name for the new book.
4. Click **OK**. A new address book will appear in your list.



### Adding Contacts to a Personal Address Book

1. Select the personal address book that you want to add a contact name to.
2. Click the **New** button on the toolbar, select **Contact** and click **OK**.
3. Enter the information you want to store. It's not mandatory to fill all of the fields with information. Most important is the First name, Last name, Display name, and Email address. Click **OK** when you're done.
4. To *edit* a contact, **double-click** the name, select *Contact* tab, make your changes then click **OK**.
5. To *delete* a name from an address book, click it and press **Delete** key on the keyboard or **right-click** it and select *Delete* from the menu.

### Copying Addresses from One Book to Another

1. Open the **Address Book** by clicking the button on the Main toolbar.
2. Select the address book you want to copy address(es) from.
3. Highlight the name(s) you want to copy.
4. Click and drag the name(s) to the address book you want to copy to.  
OR
5. **Right-click** the highlighted name(s) and select **Copy To...** from the menu, select the address book you want to copy the address(es) to then click **OK**.

## Using the Address Book Window to Send a Message

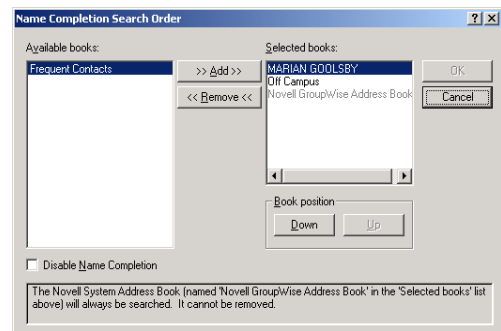
1. Open the **Address Book** by clicking the button on the Main toolbar.
2. Select an address book then click the name(s) you want to send the message to.
3. Click the **Action** button drop-down list on the toolbar and select **Send Mail** (or Send Appointment or Send Note or Send Task).
4. Complete your message and click **Send**.

## Setting up Name Completion Search Order

As you type a person's name in the **To** box of an item window, GroupWise's name completion feature searches your address books to find the person you want to send the message to. When GroupWise finds the correct name, you can stop typing. You can help GroupWise locate the name faster by customizing Name Completion Search Order.

Follow these steps to set up Name Completion Search Order:

1. Open the **Address Book** by clicking the button on the Main toolbar.
2. Click **File, Name Completion Search Order...**
3. GroupWise searches the address books listed under **Selected books**. The books are searched in the order they are listed.
4. Highlight an address book under **Selected books** and click the **Remove** button to take it out of the search order list.
5. Highlight an address book under **Available books** and click the **Add** button to add a book to the search order list.
6. The **Up** and **Down** buttons can be used to change a book's position in the search order list. Click **OK** to save your selections.




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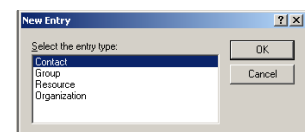
**Tip:** Since the 'Frequent Contacts' address book stores all e-mail addresses that are typed in a 'To' box including misspelled addresses, consider leaving Frequent Contacts out of your Name Completion search order list.

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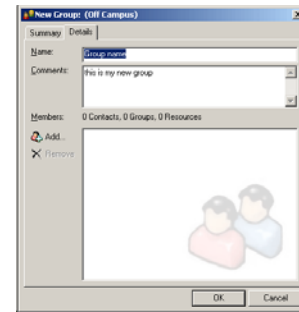
## Creating Groups from the Address Book Window

There are several methods one can use to create a group or mailing list. The steps below show you how to create a group using the Address Book Window:

1. Open the **Address Book** by clicking the button on the Main toolbar.
2. Highlight the address book in which you want to save the group you are creating.
3. Click the **New** button.
4. Select **Group** for the entry type and click **OK**.



5. Type a name for your group then enter comments describing the group if you wish.
6. Click the **Add** button.
7. You can select names from any of your address books to include in your group. If you need to include a name that is not already in one of your address books, you can click **New Contacts** to add someone to the selected address book.
8. **Double-click** the names you want placed in the **To** box. These will be the primary recipients in your group. You can also **click and drag** names on top of the **To** button to select them for your group.
9. If you want to carbon copy (CC) some group members, you can click the **CC** button then **double-click** the names you want or **click and drag** names on top of the **CC** button.
10. If you want to blind copy (BC) some group members, you can click the **BC** button then **double-click** the names you want or **click and drag** names on top of the **BC** button.
11. After selecting group members, click **OK** to return to the New Group window.
12. Click **OK** to save the group.

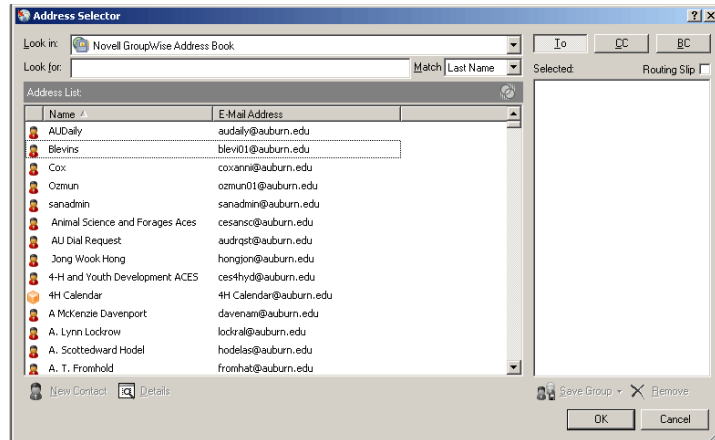


### Editing a Group using the Address Book Window

1. Open the **Address Book** by clicking the button on the Main toolbar.
2. Select the address book that contains the group you want to edit. If necessary, click the plus sign to display the groups inside the selected address book.
3. Click on the group you want to edit to make the names appear on the right side of the window.
4. Delete a name by **right-clicking** it then selecting **Delete** from the menu or by pressing the **Delete** key on the keyboard.
5. To add a new member, you must **right-click** the group's name, choose **Details** then click the **Add** button.
6. Select the names you want then click **OK** twice to save the changes and return to the Address Book window.

## Using the Address Selector

The **Address Selector** provides you with a simplified view of the GroupWise Address Book. It can be opened from a **Mail To:** window while composing a new message. Click the **Address Item** button on the toolbar to open it. You can select a name(s) or create a group in the Address Selector. To change the book you want to see, click the **Look in drop-down list** and make your selection.



## Selecting Names with the Address Selector

1. Click the **New Mail** button on the Main Window toolbar.
2. In the **Mail To:** window, click the **Address Item** button on the toolbar.
3. **Double-click** the names you want placed in the **To** box. These are your primary recipients. You can also **click and drag** names on top of the **To** button to select them.
4. If you want to carbon copy (CC) anyone, you can click the **CC** button then **double-click** the names you want or **click and drag** names on top of the **CC** button.
5. If you want to blind copy (BC) anyone, you can click the **BC** button then **double-click** the names you want or **click and drag** names on top of the **BC** button.
6. Click **OK** to close the Address Selector.
7. Compose your message and click **Send**.

## Creating Groups with the Address Selector

Use the steps below to create a group with the Address Selector:

1. Click the **New Mail** button on the Main Window toolbar.
2. In the **Mail To:** window, click the **Address Item** button on the toolbar.
3. Select an address book containing people you want to include in your group.
4. **Double-click** the name of each person you want in your group. You can select names from any of your address books.
5. If you want to carbon copy (CC) anyone, you can click the **CC** button and then **double-click** the names you want to carbon copy.
6. If you want to blind copy (BC) anyone, you can click the **BC** button and then **double-click** the names you want to blind copy.
7. If you want to add a person that is not in one of your address books, click the **New Contact** button, enter the needed information, click **OK** then **double-click** the new name to add it to the group.
8. After selecting all the people you want in your group, click the **small triangle** on the **Save Group** button and select the address book in which you want to store your group.

9. Type a name for your group. Enter comments describing the group if you wish then click **OK** to save the group.
10. Close the Address Selector.

### Editing Groups with the Address Selector

1. In a **Mail To:** window, click the **Address Item** button on the toolbar.
2. Open the address book that contains the group you want to edit.
3. **Right-click** the group's name and select **Edit Group** from the menu.
4. Delete a name by **right-clicking** it then selecting **Remove** from the menu or by pressing the **Delete** key on the keyboard.
5. To add a name, click the **Add** button. **Double-click** names from any of your address books to add them to your group. Click **OK** when you finish adding names.
6. Click **OK** to save the changes to your group then close the Address Selector.

### One More Way to Create a Group

1. Open a **Mail To:** window.
2. Type names of people that you want to be in your group in the "To:" box and in the "CC" and "BC" boxes if you wish.
3. Click the **Address Item** button on the toolbar to open the Address Selector.
4. Click the **small triangle** on the **Save Group** button and select the address book in which you want to store your group.
5. Type a name for your group. Enter comments describing the group if you wish then click **OK** to save the group.
6. Close the Address Selector.