

GROUPWISE PERSONAL ADDRESS BOOKS

Creating Personal Address Books

You can create, edit, save, and rename multiple address books for your personal use, and you can share these address books with other users.

You can add and delete names and address information for any contact (person, company, or resource) you want in your personal address books. You can also create your own information properties (fields). When you create a personal address book, a book icon is added to the main Address Book window. You can expand and collapse open books by clicking + and -.

When you create multiple address books, you can include the same name and address in several books. If the entry is copied from an address book and you edit the entry's information in one book, it is updated in all books.

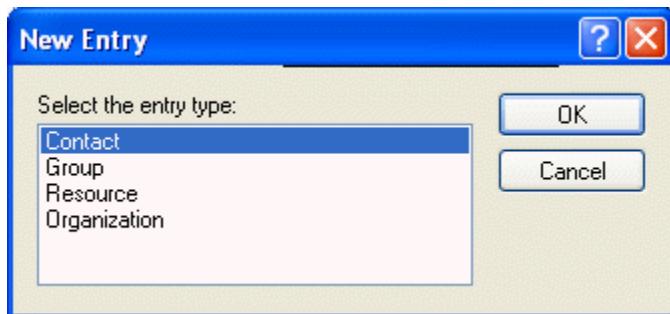
Personal address books list addresses according to your preferences. For example, you can include Internet addresses or no address at all for the people you add to your personal address books. You can also create personal groups. If you save a list of people as a group, you only need to type the group name in the To box to send the entire group a message.

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Creating a Personal Address Book

1. In the Main Window, click  on the toolbar.
2. Click *File > New Book*.
3. Type a name for the new book, then click *OK*.
4. To add new entries to the new address book, click the address book, then click *New* on the toolbar.



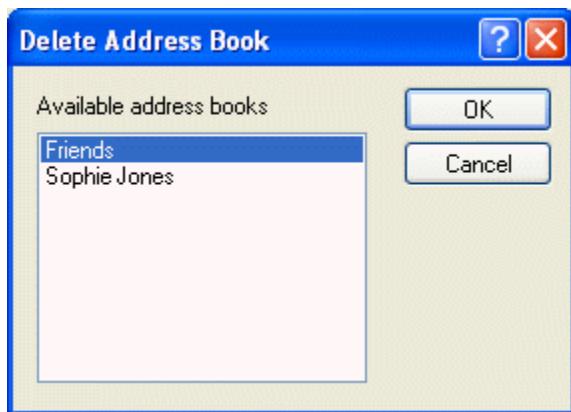
5. Select the entry type, then click *OK*.
6. Fill in the fields for the entry.
7. Click *OK*.

8. To copy entries to the new address book from existing address books, click the existing address book, click an entry, then drag the entry to the new address book.

You can add and modify records in your personal address books. However, only the system administrator can add and modify records in the system address book.

Deleting a Personal Address Book

1. In the Main Window, click  on the toolbar.
2. Click *File > Delete Book*.



3. Click or Ctrl+click the books you want to delete, click *OK*, then click *Yes*.

After it is deleted, a personal address book cannot be recovered.

Editing a Personal Address Book

In a personal address book, you can add or delete entries, edit existing information, copy names from one book to another, or rename a book. You can also create your own custom address book fields.

This section contains the following topics:

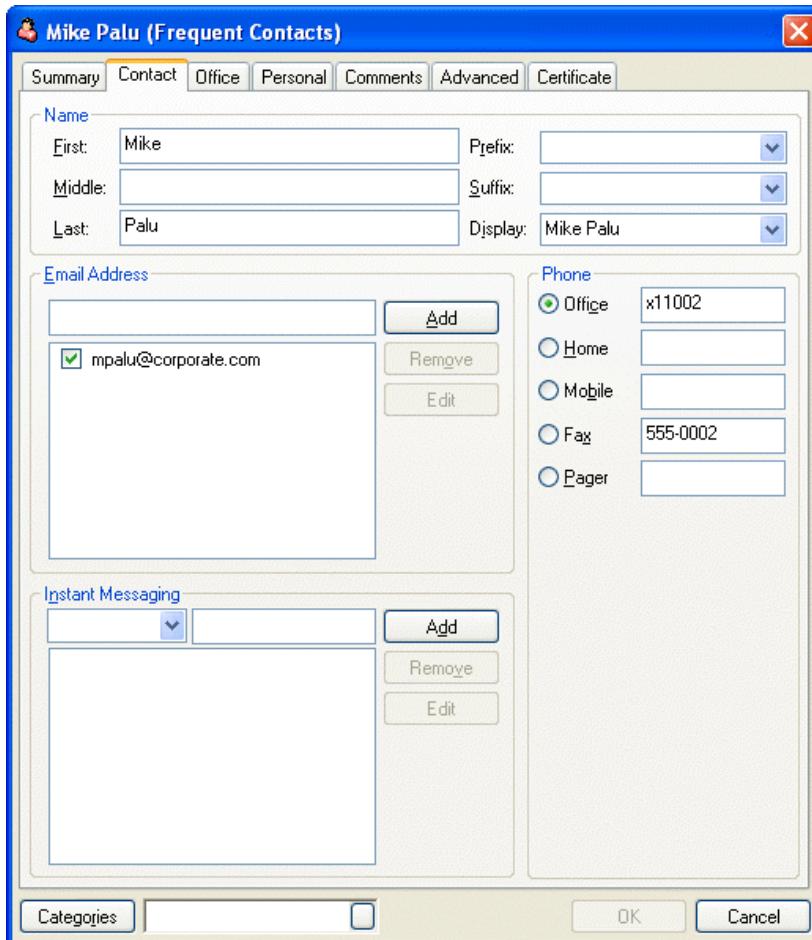
- [Deleting Entries from a Personal Address Book](#)
- [Editing Entries in a Personal Address Book](#)
- [Quickly Adding Contacts to Your Personal Address Book](#)
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Deleting Entries from a Personal Address Book

1. In the Main Window, click  on the toolbar.
2. Click an address book, then click or Ctrl+click the names you want to remove.
3. Press the Delete key, then click *Yes*.

Editing Entries in a Personal Address Book

1. In the Main Window, click  on the toolbar.
2. Click an address book, then double-click the name you want to edit.
3. Edit the information on the different tabs, then click **OK**.



Quickly Adding Contacts to Your Personal Address Book

You can now quickly add any recipient in an item to any personal address book.

1. Right-click the recipient you want to add to a personal address book.
2. Click **Add To Address Book**, then click the address book to add the contact to.

Copying Entries Between Personal Address Books

You cannot copy to a closed address book; you must open the book first. You cannot copy names to the system address book.

1. In the Main Window, click  on the toolbar.
2. Click an address book, then click or Ctrl+click the names you want to copy.
3. Click **Edit > Copy To**.
4. Select the address book you want to copy the names to, then click **OK**.

Renaming a Personal Address Book

1. In the Main Window, click  on the toolbar.
2. Click the personal address book you want to rename.

You cannot rename the Frequent Contacts address book.

3. Click *File > Rename Book*.
4. Type the new name, then click *OK*.

Copying a Personal Address Book

1. In the Main Window, click  on the toolbar.
2. Click the personal address book you want to copy.
3. Click *File > Save As Book*.
4. Type a name for your address book, then click *OK*.

Defining Custom Fields in a Personal Address Book

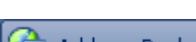
1. In the Main Window, click  on the toolbar.
2. Click the personal address book where you want to define custom fields.
3. Double-click an entry, then click the *Advanced* tab.
4. Click *Add*, then type a title for the field in the *Field Name* field.
5. In the *Value* field, type the information you want to display in the field for that entry.
6. Click *OK*.

After you have added a custom field to an address book, the field cannot be deleted. However, because custom fields are displayed as columns, you can remove the column from your display. Because each address book can have different columns displayed, the column must be removed from each address book individually.

Synchronizing Address Book Entries

You can use Synchronize to make sure that your personal address book entries match the corresponding entries in the system address book. You can synchronize an entire personal address book or just the entries you have selected.

For example, you might have a personal address book containing the names of your contacts in the Marketing department. When the Marketing department changes buildings and phone numbers, Synchronize saves you from having to create a new personal address book.

1. In the Main Window, click  on the toolbar.
2. Click the personal address book you want to synchronize.
3. To synchronize an address book, click *File > Synchronize > Current Book*.

or

To synchronize selected entries, *Ctrl+click* or *Shift+click* the entries, click *File > Synchronize > Selected Items*.