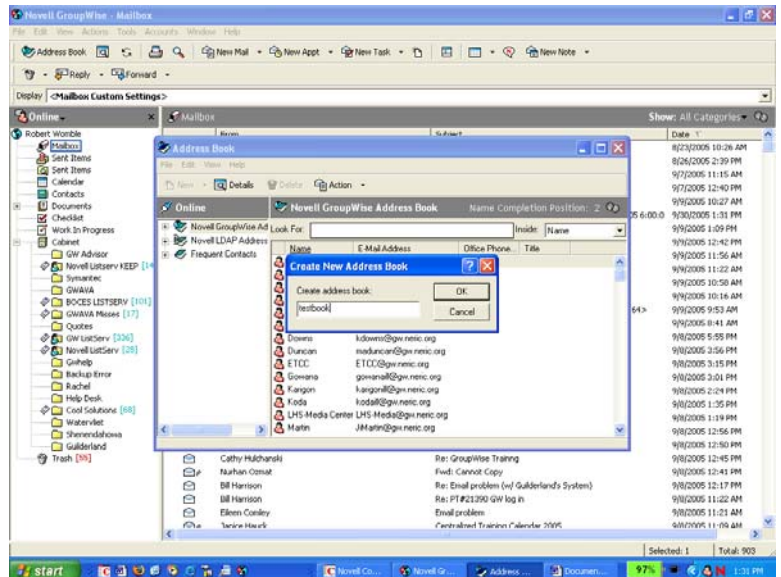
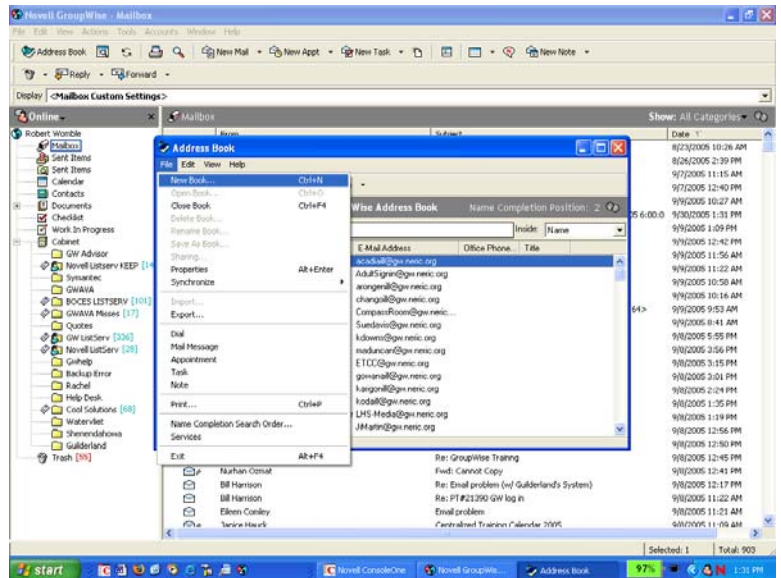


Steps to Share an Address Book Group

While you may not “share” a group, you may share an address book. So, the easiest way to share a group is to create an address book, place the group into it, an share that address book.

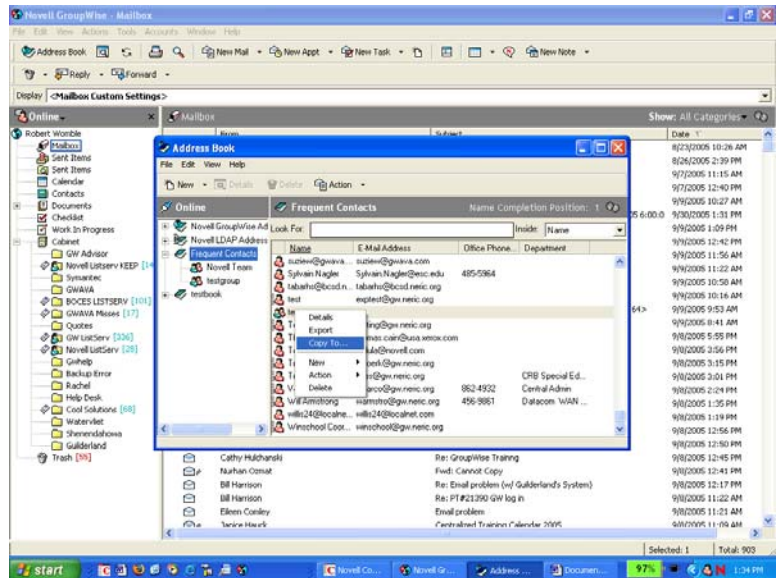
Create an Address Book:

1. In your address book, click on the File menu, and select New Book.
2. In the resulting message box, give the address book a name. Click OK. The new book will appear in the list on the left side of the address book window.



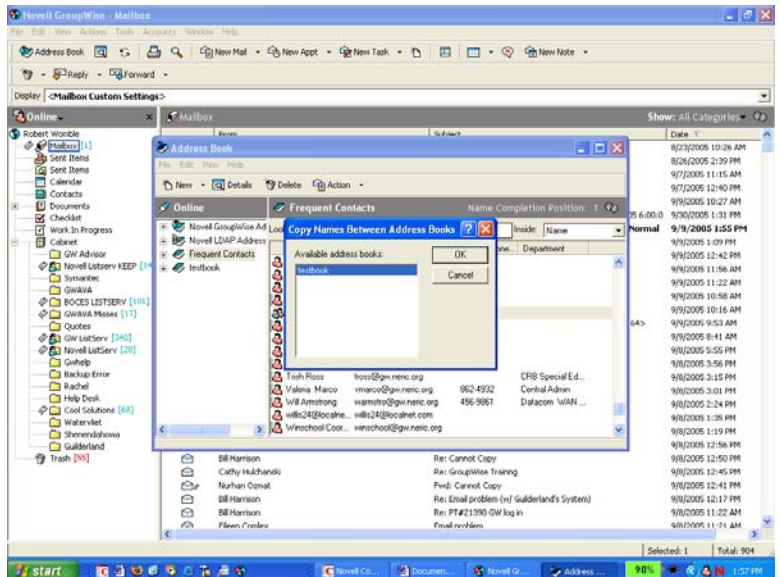
Steps to Share an Address Book Group

3. Locate the group you wish to share, right click on it, and select “Copy to”.



4. From the resulting list, select the address book you just created. Click OK. The group will appear in the newly created address book.

NOTE: The group may appear twice in the book. Do not try to delete one instance of it, or you may not be able to access the remaining instance. This is a known GW issue, but does not affect functionality.

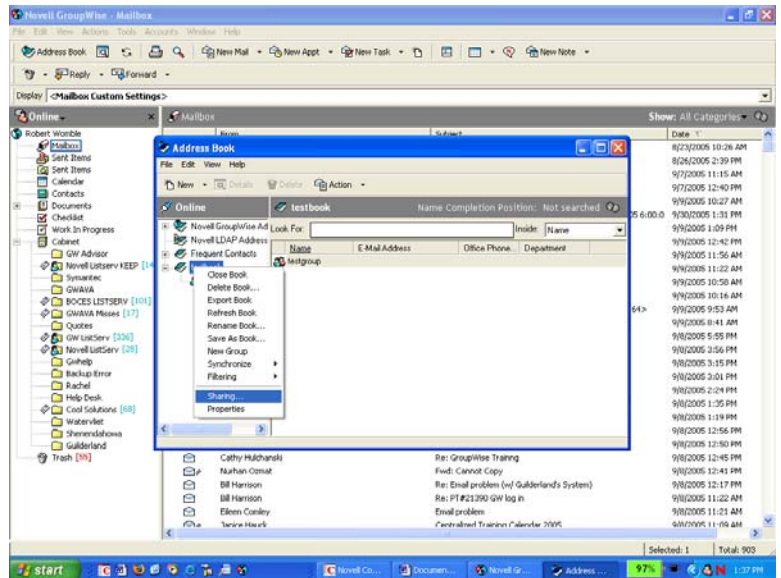


Steps to Share an Address Book Group

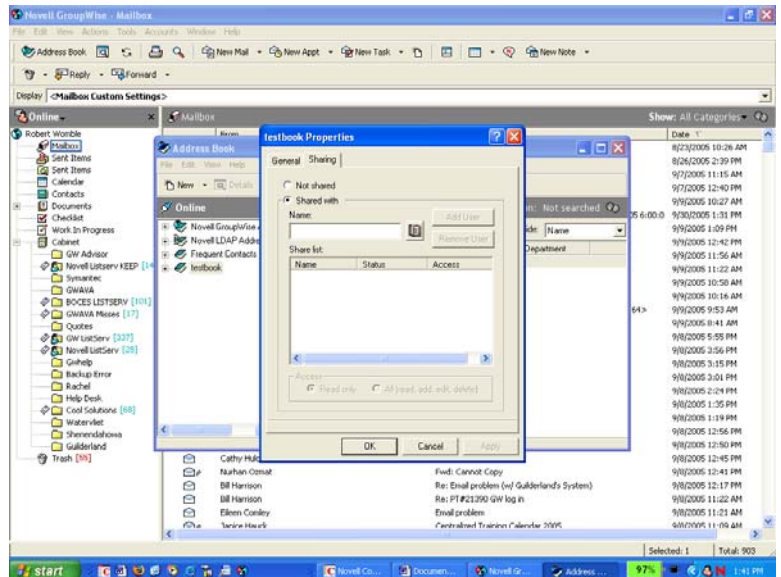
Once you have created the address book and populated it with the group(s) you wish to share, the next step is to share the address book.

Sharing the Address Book:

1. Right click on the address book. From the resulting menu, select “Sharing”.



2. From the resulting properties window, enter the name of the user(s) with whom you wish to share the address book (and the group contained). Click the “Add User” button. The user will appear on the list below.
3. Highlight the user on the list, and use the option buttons at the bottom of the window to give rights to the address book. You may give different rights to different users on the list through this method. Click OK.



Steps to Share an Address Book Group

4. In the resulting window, you may edit the subject or message of the email notification which will be sent to the “sharees”. Click OK. The recipient will receive an email notifying them of the share. When they accept it, they will see the shared address book in their GroupWise client Address book, and may access it with whatever privileges you have given.

