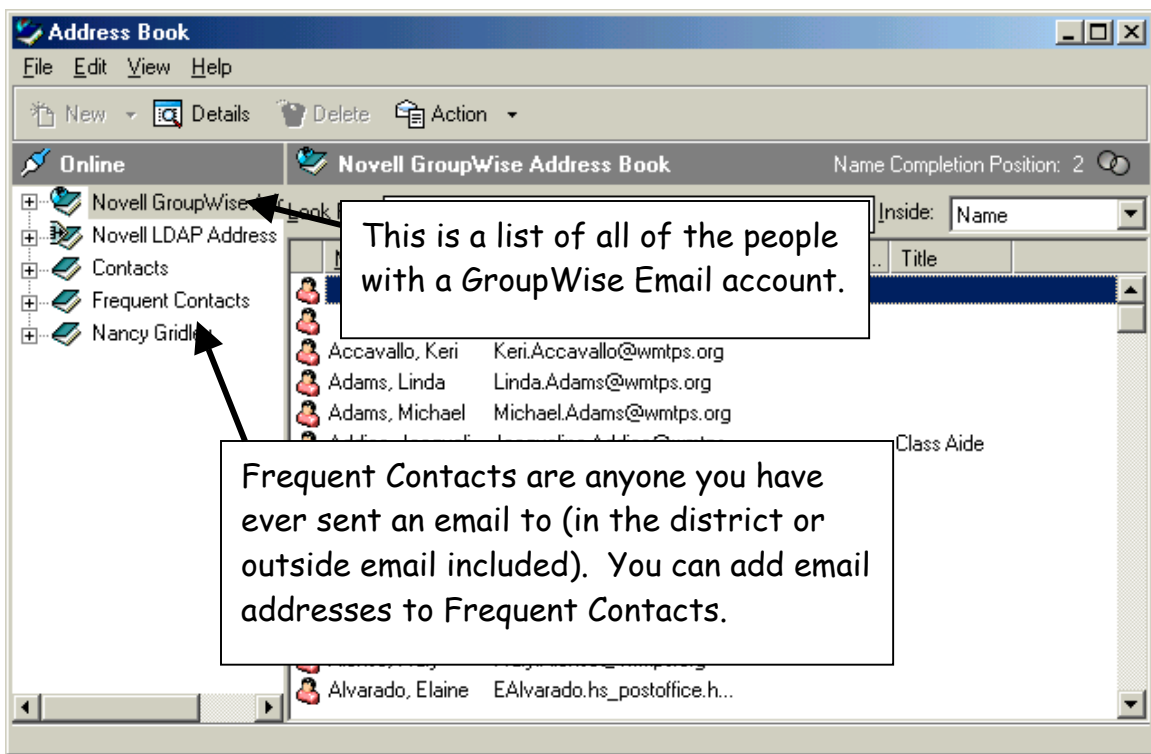
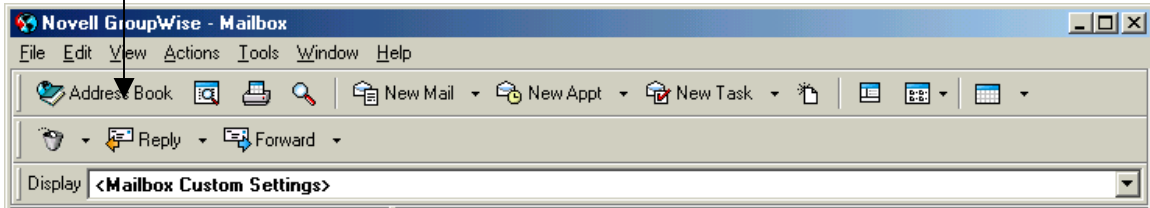


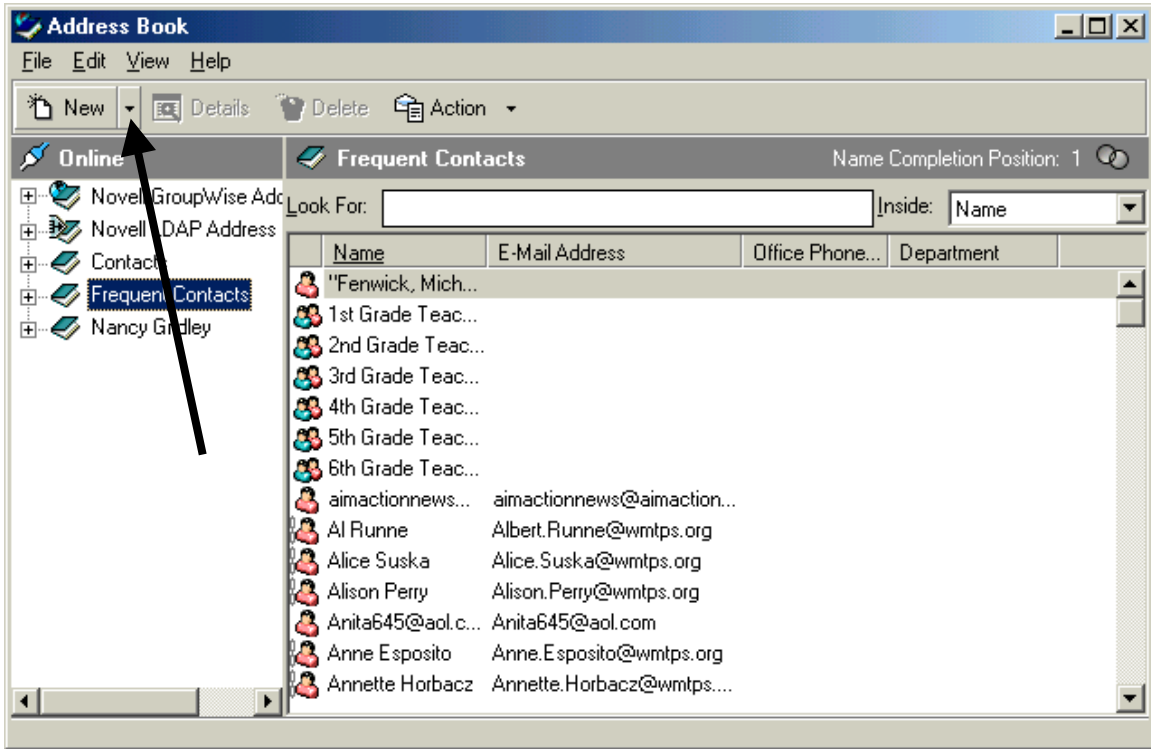
GroupWise Address Book

To view your address book in GroupWise, click on the icon for the address book.

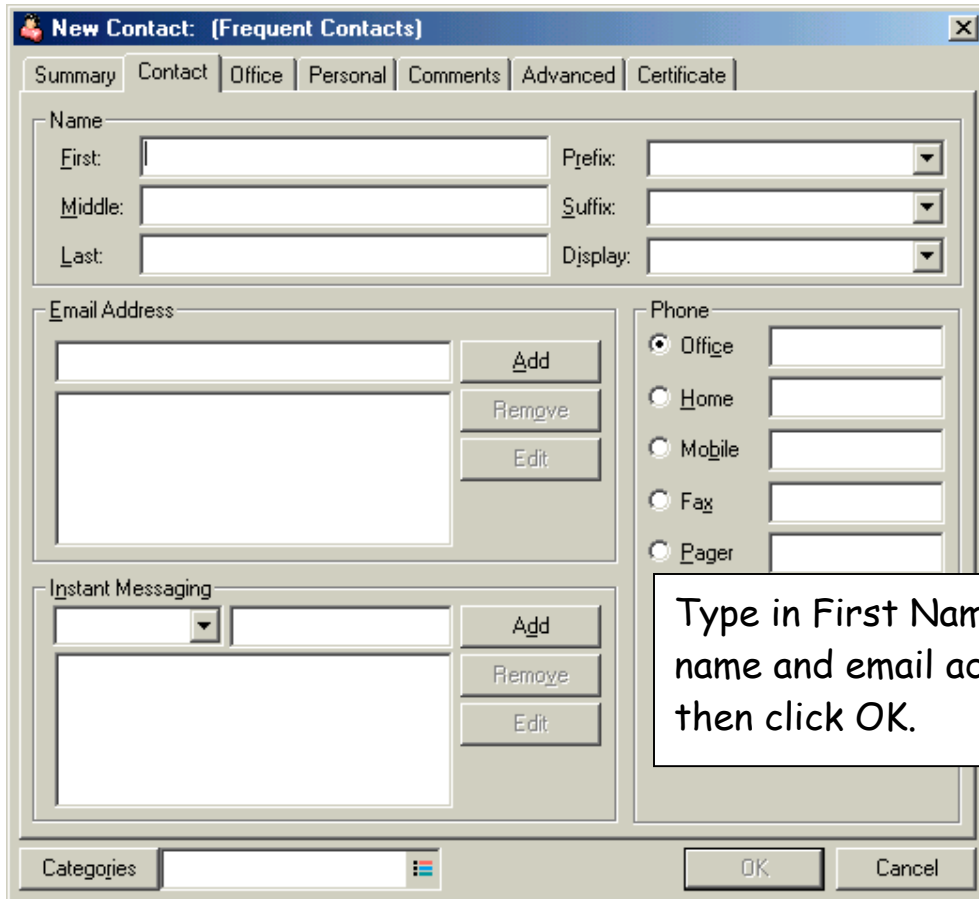


Follow these steps to add an email address to your Frequent Contacts:

- Click on Frequent Contacts on the left.
- Click on the arrow next to the NEW button. Choose CONTACT to add a new person. (Choose GROUP to add a new group.)



- You will see this box:



GroupWise - Adding Addresses
 Nancy Gridley and Laura Oakes
 Elementary Technology Facilitators
 West Milford Township Public Schools