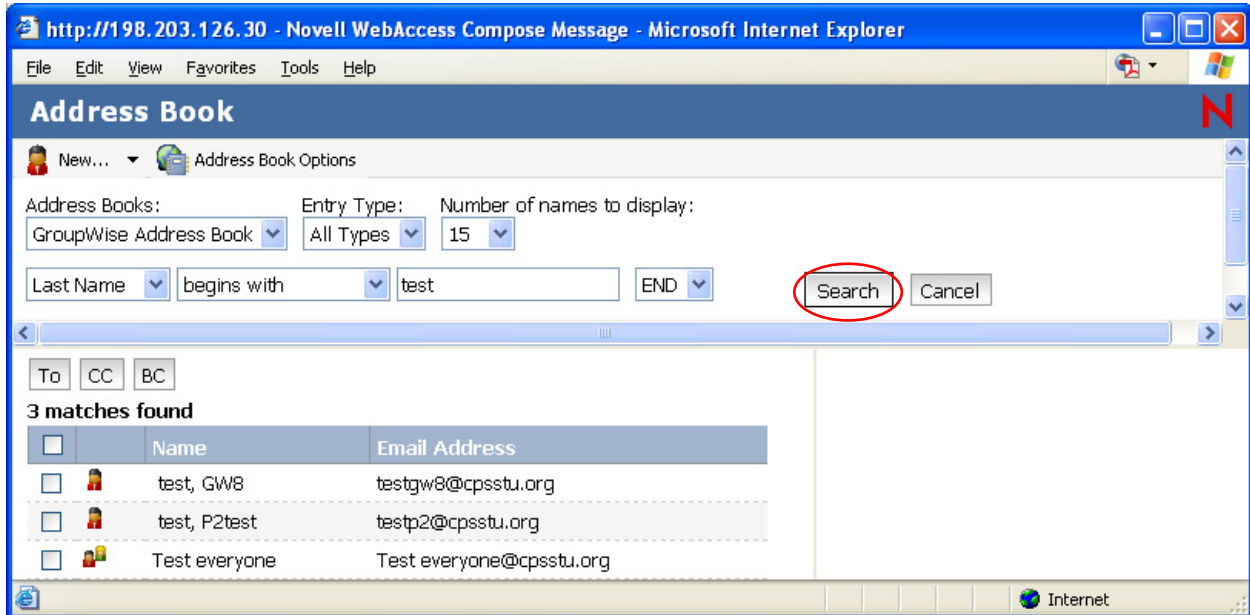


How to Create a Group in the Address Book using WebAccess

Open the Address Book.

In the Address Book, pick the users you want by searching for them. Type part of the last name of the user and click **Search**.

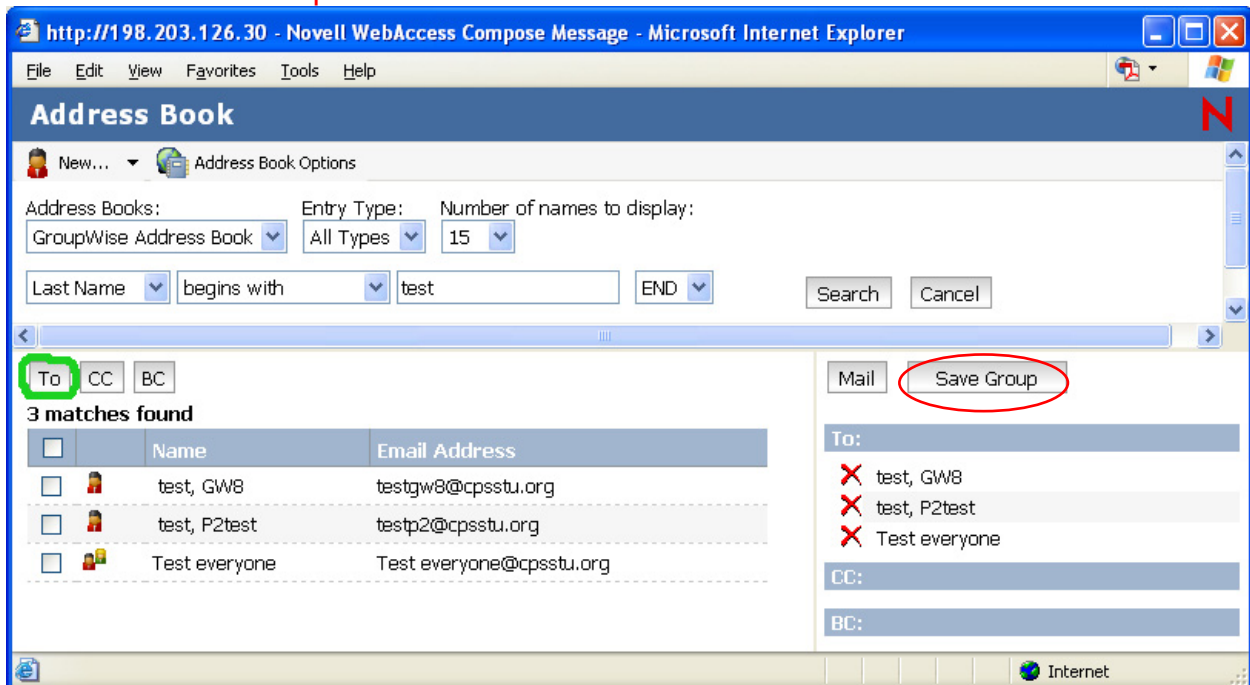
TIP: Typing less in your search is better if you are unsure of the spelling



Once you find a user, **click the box next to their name** and click **TO**. This will move the user to the box on the right.

Continue doing this until you have all the users you want for the group over on the right. (See image below).

Then click **Save Group**.



The Save Group Box will appear.

http://198.203.126.30 - Novell WebAccess Add...

File Edit View Favorites Tools Help

Save Group

Personal Address Books:
Frequent Contacts

Group Name:
→

New Description:

Save Cancel

Done Internet

Type a name in the Group Name box
(try to keep the name short and **do not put characters** other than numbers and letters
in the name)

Note the Personal Address Book you are saving to.

Click **Save**

Your group will now be in the address book you saved it to.