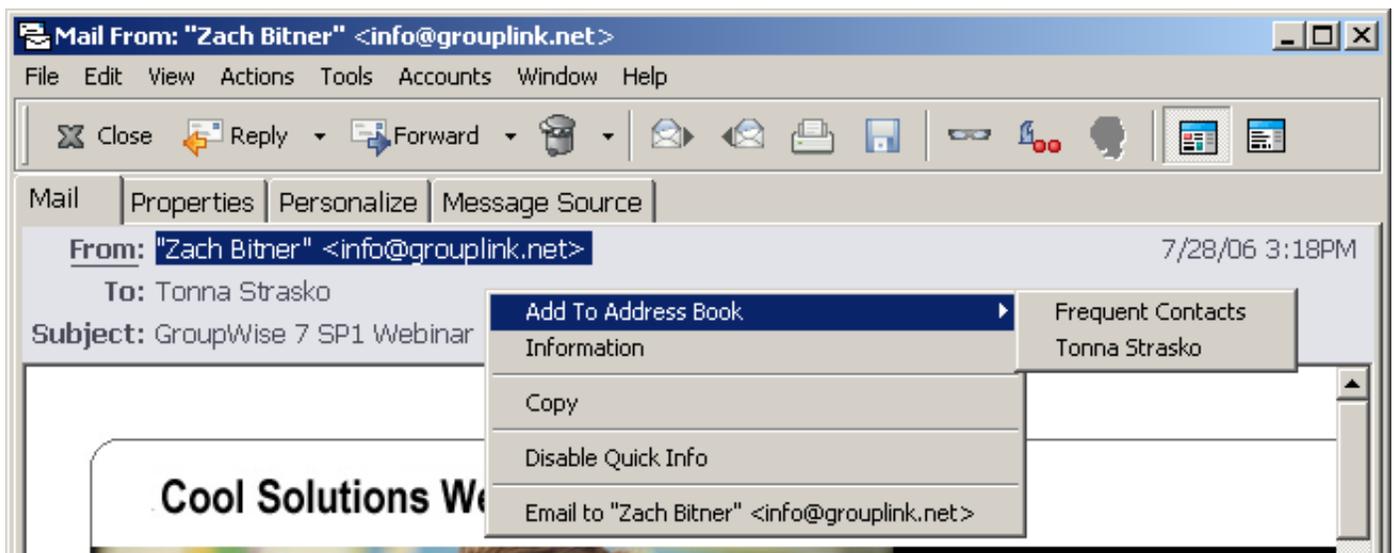
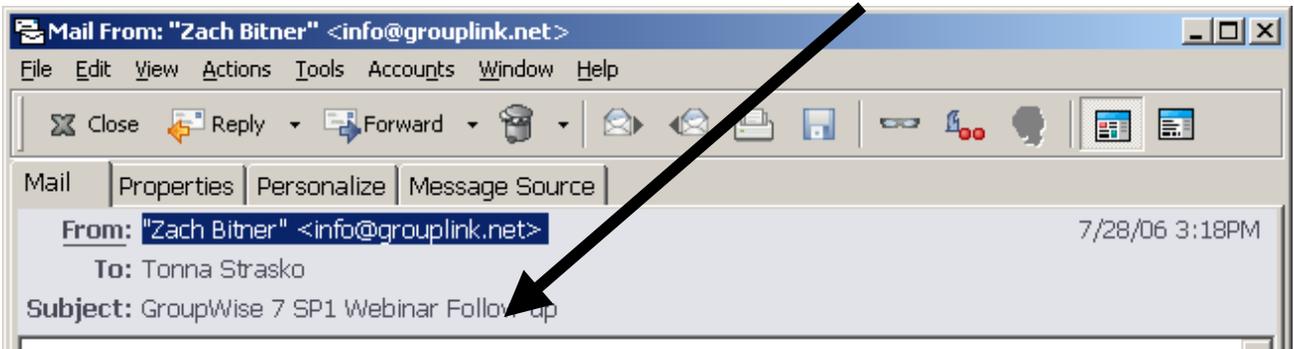


Tips and Tricks

Copying E-Mail to Your Address Books

In older versions of *GroupWise*, if you wanted to add an e-mail address to your Personal Address book, you would copy and paste. With *GroupWise 7*, right click on the e-mail address in the heading, select *Add to Address book*, and select the Address book. No more cutting and pasting.



With the rollout of the new *GroupWise*, it places files in a directory on **K:\GW**, **do not delete** these files, this is used for spell check, it contains any additional words that you may have added.