

### ADDRESS BOOK: CREATING PERSONAL GROUPS



TIP

You can address an appointment with a personal group and still do a busy search on everyone in the group.

**E**very Monday you have to send your 11-member team notes from the 9 a.m. meeting. Every Monday you type the names in, one by one, checking against your team list to make sure you haven't forgotten anyone. You might even count the names: 1, 2, 3, ... there's gotta be a better way! And there is—create and use a personal group. All you have to do is type the group name in the To, CC, or BC box of a send view and the message will be sent to everyone in the group.

#### CREATING A PERSONAL GROUP

Personal groups also work great for contact lists, review teams, the lunch bunch, the family reunion committee—you name it!



You can include users from the same address book, different address books, or the Internet. The only requirement is that each person in the group have an e-mail address. And let's not limit ourselves to people. You can also include resources and other groups within personal groups. Whew! And it's so simple:

1. From within an address book, select the set of users you want to include by double-clicking each name or dragging it to the To, CC, or BC box. You can find all the users you have sent messages to or received messages from, including those with Internet addresses, in the Frequent Contacts address book.

The usernames display in the Address List.

2. Click Save Group.
3. Type a name for the group, such as recent subscribers, Final Review, lunch?, or 1999

Reunion. You can use spaces and any characters.

4. Click OK ▶ Close.

The group is saved in the address book that you are currently in. You cannot save a personal group in the system address book.

#### TEMPORARILY LEAVING OUT SOME GROUP NAMES

OK, so it's Martha's big work anniversary, and you want to let the whole group know about the surprise party ... except Martha. Can you still use your personal group? Absolutely.

1. When you're in the To box of a message, click Address.
2. Right-click the personal group name ▶ click Edit Group.
3. The group is loaded into the Address List box.
4. Select Martha's name, then press Delete.
5. Click OK to load the rest of the group names into the To box. (Because you didn't save, the personal group will remain intact.)
6. Happily fill out the rest of the message and send it to the group, knowing that Martha won't be the wiser until the big day.

#### ALTERING AN EXISTING PERSONAL GROUP

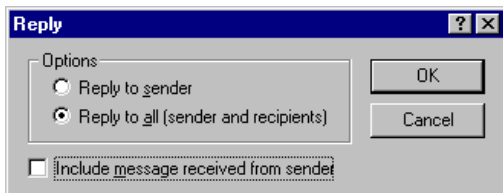
How about when your group changes? Tanya's moving to Sri Lanka, Bob got hired as a zookeeper, and there are three new hires, including an intern. Don't panic, you really don't need to scrap that personal group.

1. From within an address book, right-click the personal group name ▶ click Edit Group.  
The group is loaded into the Address List box.
2. To add the new names, double-click the names in the address book.
3. To delete the fine folks who are headed to other horizons, click the names ▶ Remove.
4. Click Save Group ▶ OK ▶ Close.

**SHARING A PERSONAL GROUP WITH SOMEONE ELSE**

Your personal group may be so groovy that your friends and associates might want one just like it. Sharing your group will save them a heck of a lot of time. (Note: Cool Solutions has to give credit to Rose P. who told us the smartest way to do this!) Here's how you do it.

1. Have the creator of the personal group add your name to the group (if it's not there already).
2. When you are sent a group message, open the message ▶ click Reply.

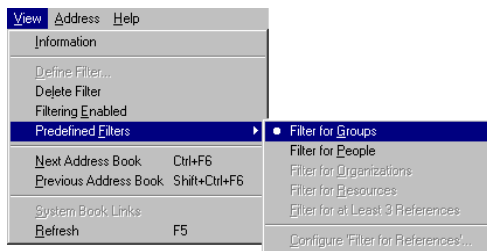


3. Click Reply To All ▶ OK.  
When the reply message appears, don't send it.
4. Click Address.  
The Address Book appears with all the members of the group (except you) in the Address List.
5. Add yourself, if you'd like.
6. Click Save Group.
7. Type a name for the group ▶ click OK.

**SHOWING ONLY GROUP NAMES IN AN ADDRESS BOOK**

Address books can become so full that it's difficult to locate your personal groups. Follow these steps if you only want to see a list of your personal groups in a particular address book.

1. Open the Address Book.
2. Click the tab of the address book containing your personal groups.
3. Click View ▶ Predefined Filters.



4. Click Filter for Groups.

**COPYING A PERSONAL GROUP FROM ONE ADDRESS BOOK TO ANOTHER**

If you're cleaning up an address book or just reorganizing one, you might want to copy a personal group to another address book.

1. In the address book, select the personal group name.
2. Click Edit ▶ Copy To.
3. Select the name of the address book you want to copy to ▶ click OK.

**TROUBLESHOOTING**

If you address a message to a personal group that contains invalid usernames, you will be prompted to go into the Address Book to resolve them. If you click Yes, the Address Book opens so you can delete the invalid names. If you click No, the invalid names are ignored and the item is sent to the valid names. If you click Cancel, the item is not sent.