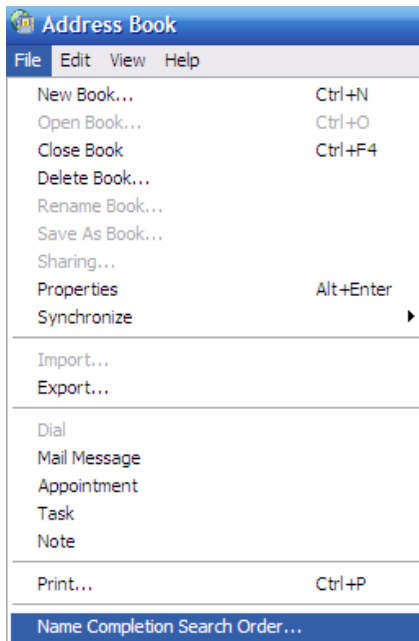


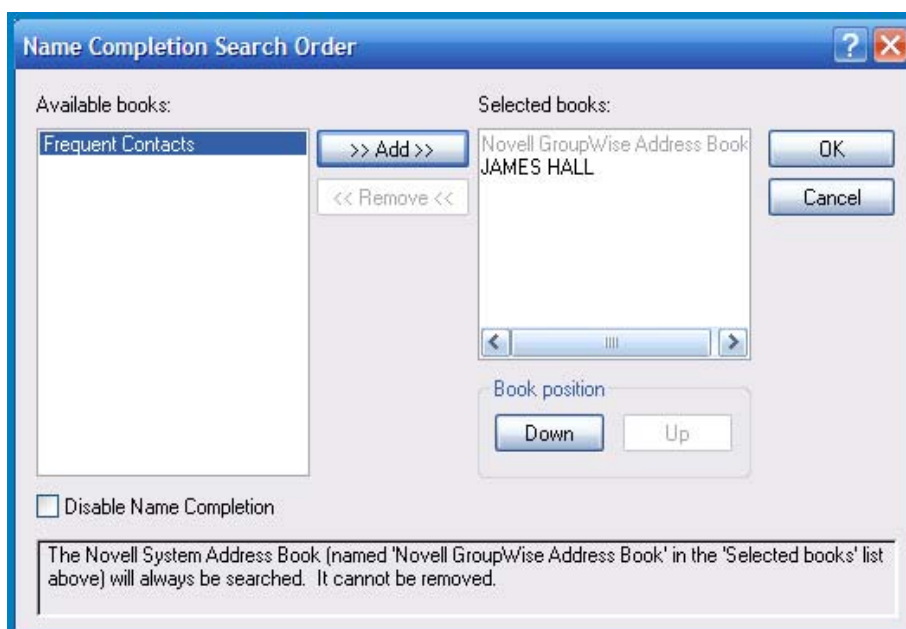
Searching by first or last name in the “To:” box (GroupWise)

GroupWise provides a feature called “Name Completion”. This is a system that searches names in the Address Book as you type in the To: / CC: / BC: boxes. For Name Completion to work most efficiently there are a few settings that need to be changed. The same is true for how it searches, last name vs. first.

- 1) First open GroupWise and click on Address Book.
- 2) Once in Address Book click File > Name Completion Search Order



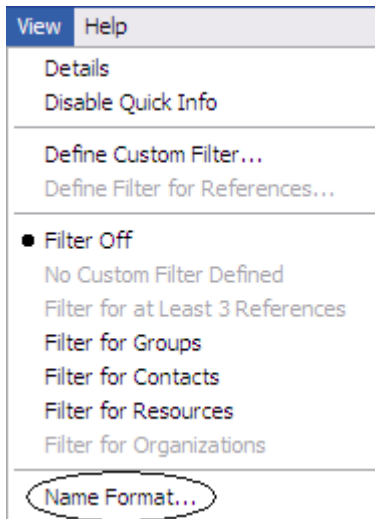
- 3) When the Name Completion window opens you will see 2 columns, **Available Books** and **Selected Books**. You want Novell GroupWise Address Book and your name to be in the “Selected” column, with Novell as the top book. If your name is in the “Available” column, click on it and then click add. If “Frequent Contacts” is shown under **Selected Books**, click on it and then click Remove. If your name ends up above Novell GroupWise, click on it and then click Down (under Book position). Your screen should look like the following.



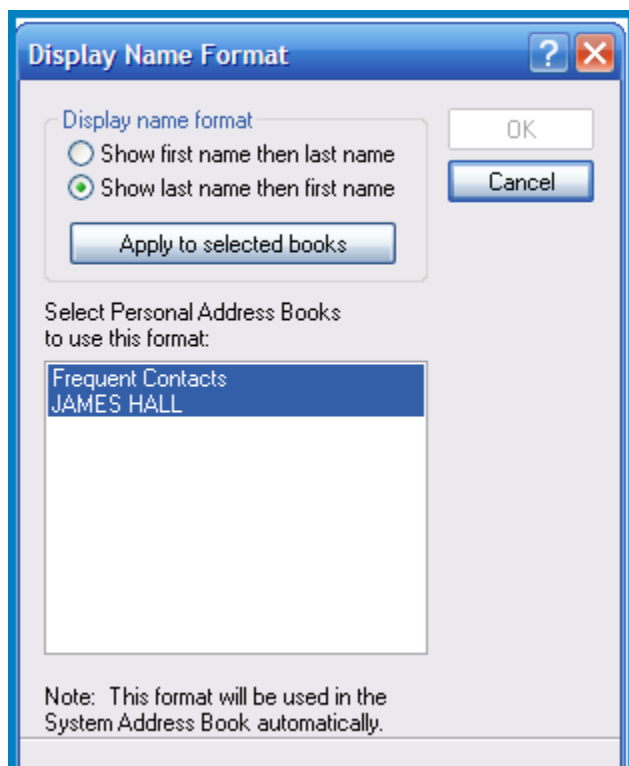
That is it for this window, click OK to finish. Follow the directions on the next page to set the way it searches (First name vs. Last name)

Last name vs. First name search

- 1) While still in Address Book, click View then Name Format



- 2) In this window you will select the name format to display. Click on the button corresponding to the way you want it to search. Click on your name and then click "Apply to Selected Books". You will want to be sure that any contacts you have added to your address book have a first and last name. You don't need to worry about applying this setting to Frequent Contacts since GroupWise will not be searching it. In the example below I have chosen to show Last name then first name. When I create a new email I will type the person's last name to find them. **This setting will automatically be applied to the main address book for you only, not anyone else.**



Your screen should look similar to this.

- 3) Click OK and you are done. It is a good idea to close out of address book and GroupWise, you can then go back into GroupWise and it should work.