

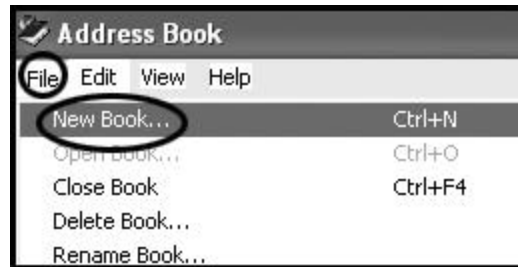
## GroupWise 6.5: Creating A New Address Book

You can create, edit, save, and rename multiple address books for your personal use, as well as share these address books with other users. You can add and delete names and address information for any contact (person, company, or resource) in your personal address books. You can also create your own information properties (fields). This handout will walk you through the step-by-step instructions on creating a new **Address Book**.

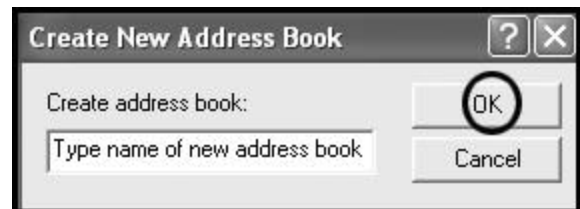
1. Open the **Address Book** by clicking on the Address Book icon on the toolbar.



2. The **Address Book** dialog box appears. In the **File** pull-down menu, choose **New Book**.



3. The **Create New Address Book** box appears. Type in the name of your new address book. Click the **OK** button.



4. Congratulations, you have now created a new **Address Book** in GroupWise.

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