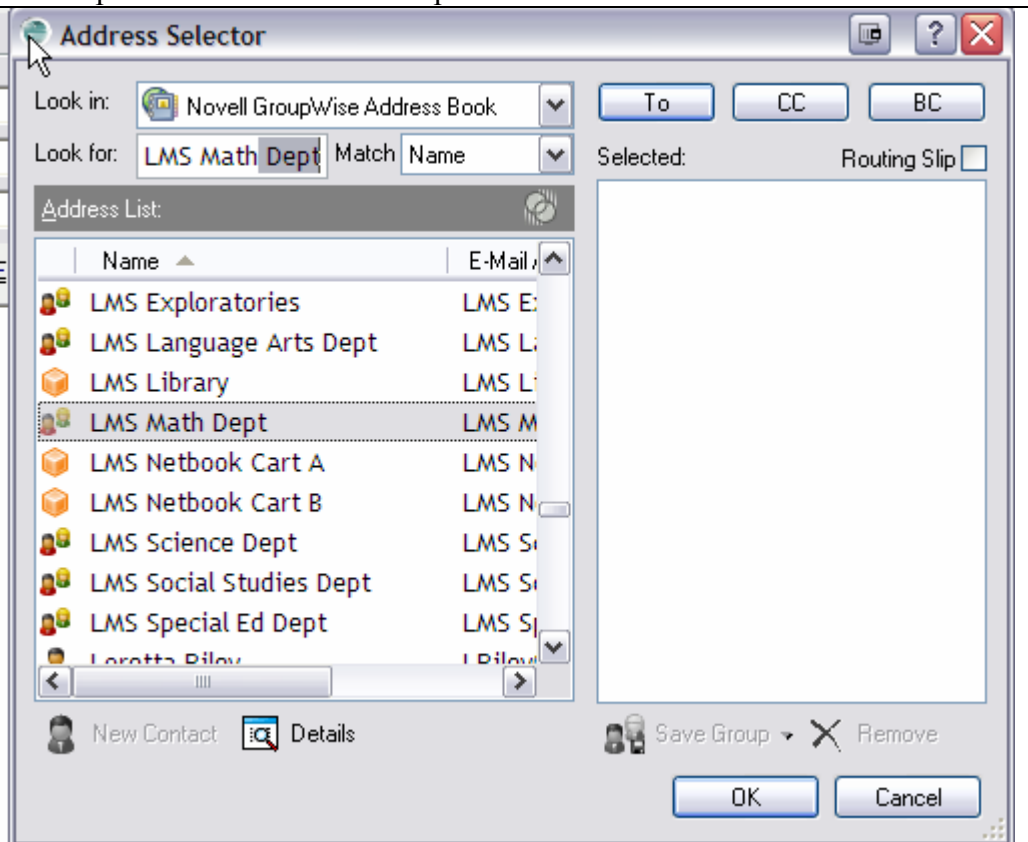


GroupWise Groups – Who is Included?

Lowell GroupWise Groups are managed by the Tech Department. If you want to be added or removed from a list, you need to complete a work request with this information. You can also create your own personal lists and manage them on your own.

If you want to know who is included in a GroupWise list follow these steps.

1. Open GroupWise
2. Select Address Book
3. Be sure you are “Looking in:” the Novell GroupWise Address Book if you are looking for a Lowell managed group.
4. Type in name of group and highlight in list.



5. Right click on highlighted group and either choose Details or Expand Group.

This view is Expand Group.

If there is an error in the people included, you will need to do a work request to fix this.

If you use expand group, you can remove a person for that email only by selecting their name and selecting remove.

