## **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 ? X R Address Selector 2. Select Address Book 3. Be sure you are "Looking Look in: CC ВC To Novell GroupWise Address Book ٧ in:" the Novell GroupWise LMS Math Dept Match Name Look for: Selected: Routing Slip Address Book if you are <u>A</u>ddress List: looking for a Lowell managed group. Name 🔺 E-Mail / 🐴 4. Type in name of group and LMS Exploratories LMS E: highlight in list. 🔑 LMS Language Arts Dept LMS Li LMS Library LMS Li LMS Math Dept LMS M LMS Netbook Cart A LMS N LMS Netbook Cart B LMS N LMS Science Dept LMS Sc 🔑 LMS Social Studies Dept LMS Sc 🔑 LMS Special Ed Dept LMS Sp. Lorotta Pilov L Dillow > 🙀 Save Group 🗸 🗙 Remove New Contact :O Details OK Cancel 5. Right click on highlighted Address Selector ? group and either choose Details or Expand Group. Look in: CC ВC Tο Novell GroupWise Address Book. Look for: LMS Math Dept Match Name Selected: Routing Slip This view is Expand Group. To: 🗸 Andrea Address List: Beth Bi If there is an error in the people E-Mail / 🐴 Name A included, you will need to do a work 🗸 Bettv E LMS Exploratories LMS E: request to fix this. 🗸 Debora LMS Language Arts Dept LMS Li 🗸 Diane I LMS Library LMS Li If you use expand group, you can 🗸 Karen I LMS Math LMS M remove a person for that email only To 🖁 Katey F LMS Netbo LMS N by selecting their name and selecting CC 💂 Kris Kn LMS Netbo remove. LMS N \_\_\_ 🗸 Ron Ac LMS Science LMS Sc Details Scott F LMS Social LMS Sc Expand Group 💂 Sharon LMS Special Ed Dept LMS SI. 🗸 Vickie L Dilové ✓ :Œ Details New Contact Save Group + X Remove OK Cancel