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GroupWise. 6.5

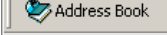
Crear Folders in Cabinet

Right click  Cabinet >New>Folder>Personal Folder>Next.

Type a name for the new folder>Next>Finish.

COLLABORATION SERVICES

Crear a Personal Address Book

Click  on toolbar.

Click File>New Book.

Type a name for the new book>Click OK.

To copy entries to the new address book from existing address books, click the existing address book>click an entry>drag the entry to the new address book.

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