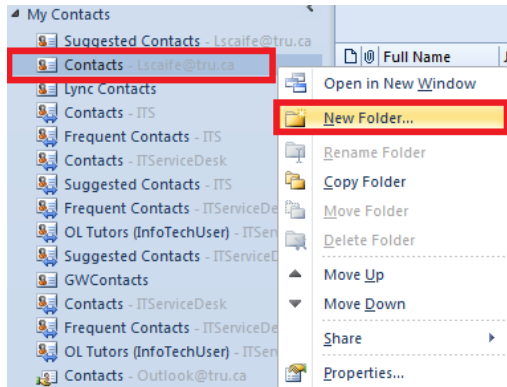


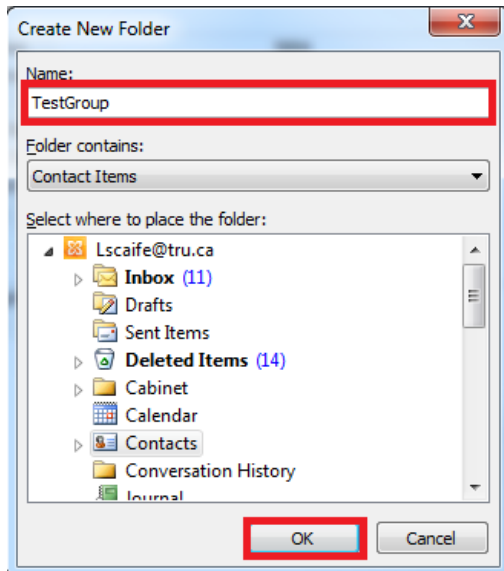
Outlook doesn't handle "Group Contacts" the same way as Groupwise. In order to fulfill the same contact requirements, you have to create the groups in Outlook using the following information.

If you had a "Group Contact" in Groupwise that had "To", "CC" and "BCC" recipients, the Group will need to be broken down into 3 separate groups.

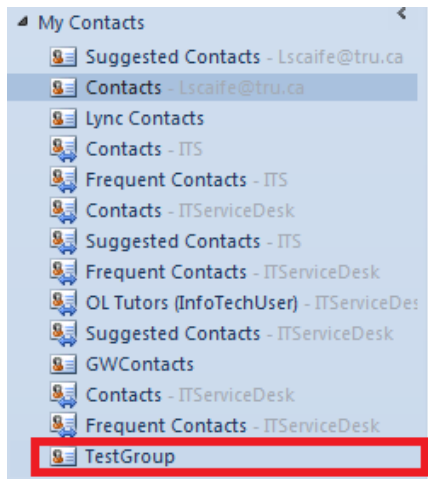
First, we will create a new folder under our "Contacts" folder.



Right Click on "Contacts" and click "New Folder..."

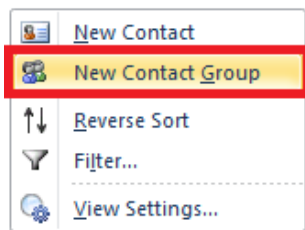


Provide a distinguishable name and then click "OK".

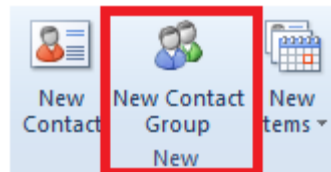


The new Group will show at the bottom of your contact list.

Click the new group name and then “right click” in the white space on the right and choose: “New Contact Group”, or click the “New Contact Group” icon on the top ribbon.

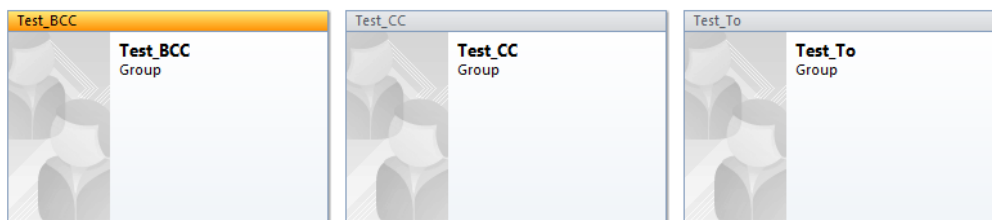


or...



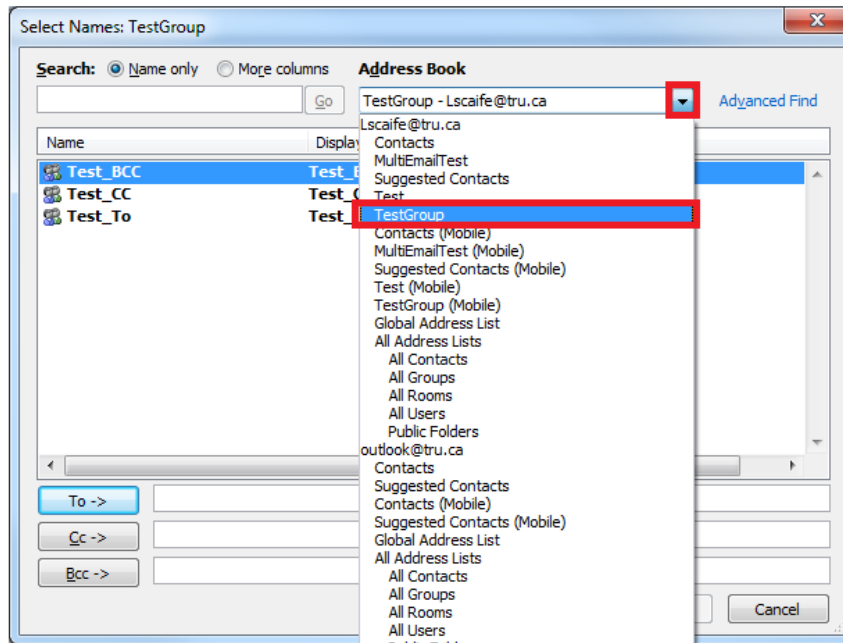
For this example we will use: “Test” as the distribution name. Change the name according to your needs.

1. Create a group called: “Test_To”
2. Add all the “To” recipients to this group.
3. Create a group called “Test_CC”.
4. Add all the “CC” recipients to this group.
5. Create a group called “Test_BCC”.
6. Add all the “BCC” recipients to this group.

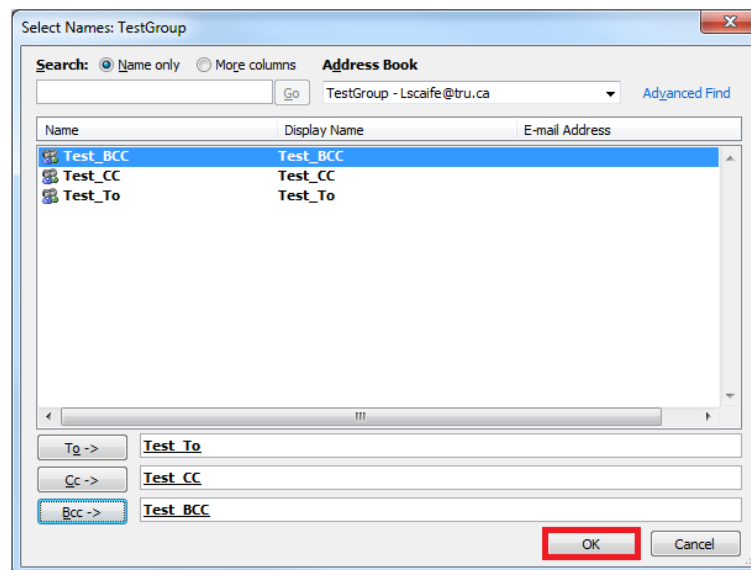


Now that you have the appropriate groups created, you can send a message by doing the following:

1. Click on “New Mail” under the “Mail” section.
2. Click the “To...” button.
3. Click the drop down box under “Address Book” and choose your “TestGroup”

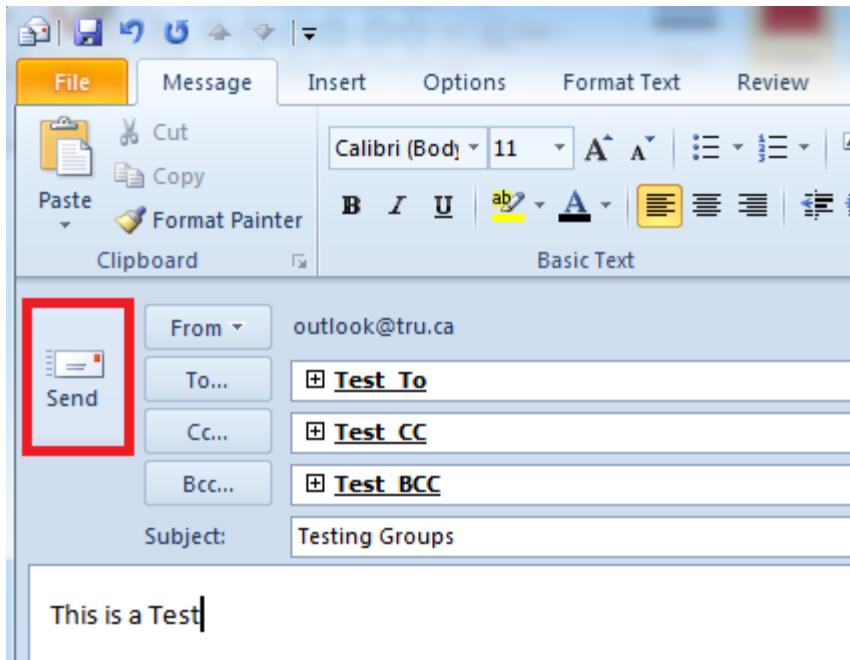


4. Highlight “Test_To” and click the “To ->” button
5. Highlight “Test_CC” and click the “CC ->” button
6. Highlight “Test_BCC” and click the “BCC ->” button



7. Click “OK” when done.

The final result:



Click “Send” once the message has been composed.