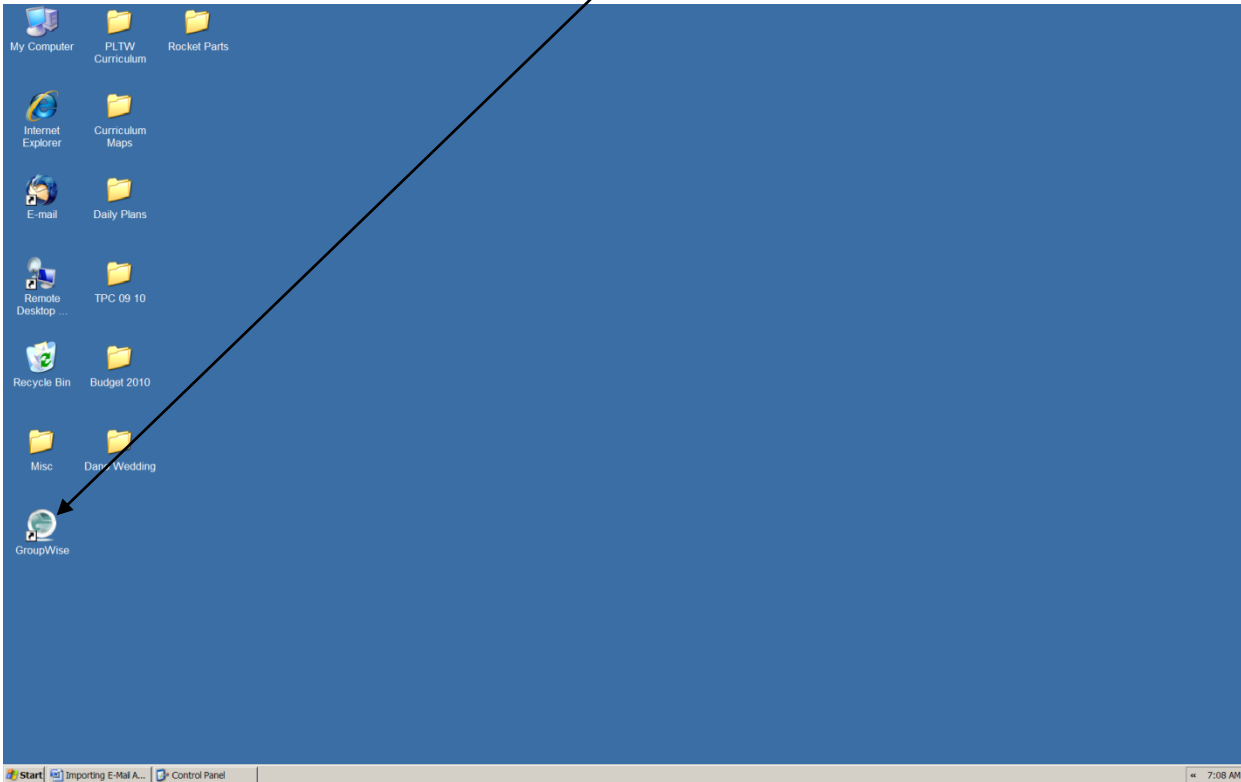


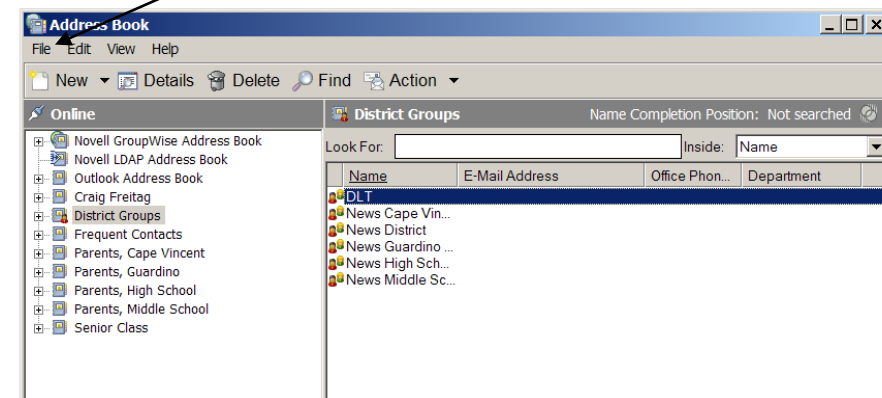
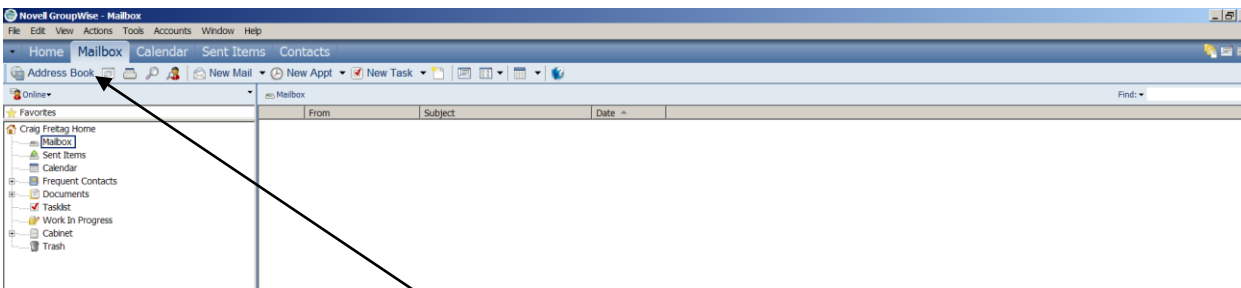
## Importing your Address Book

1. Open up GroupWise from your DeskTop

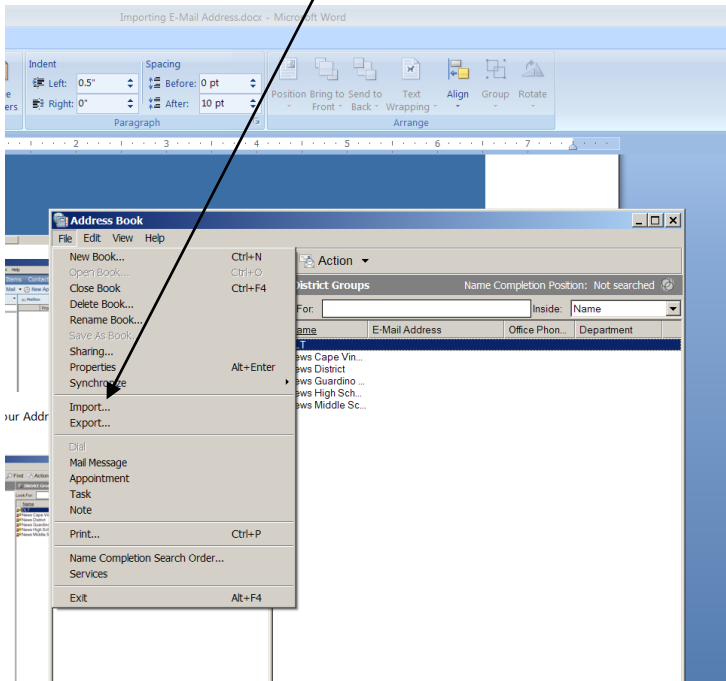


2. Open up your Address Book

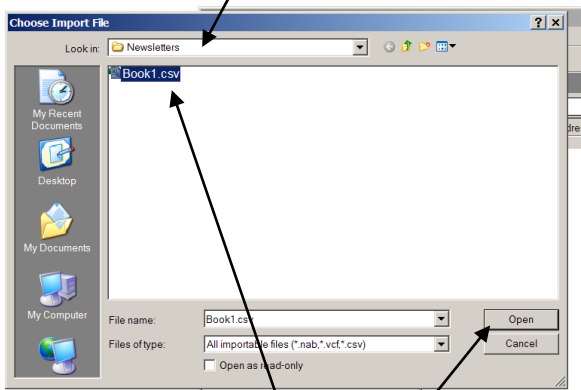
3. Click on File



4. Click on Import

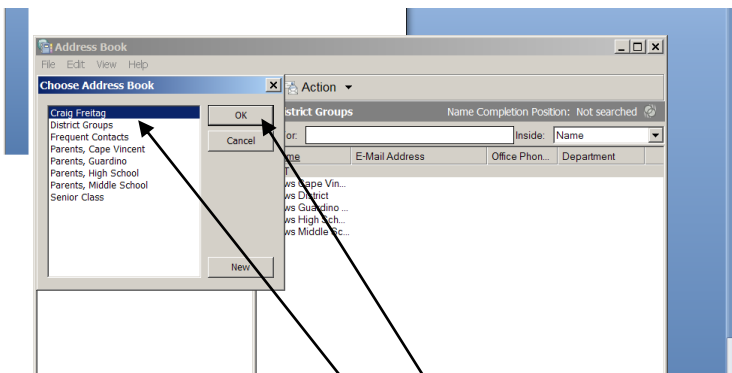


5. Find your file



6. Click on your file

7. Click on Open

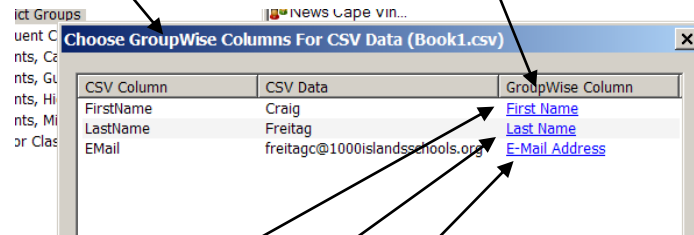


8. Highlight your name

9. Click OK

10. Should look like this!

11. Set your GroupWise Column

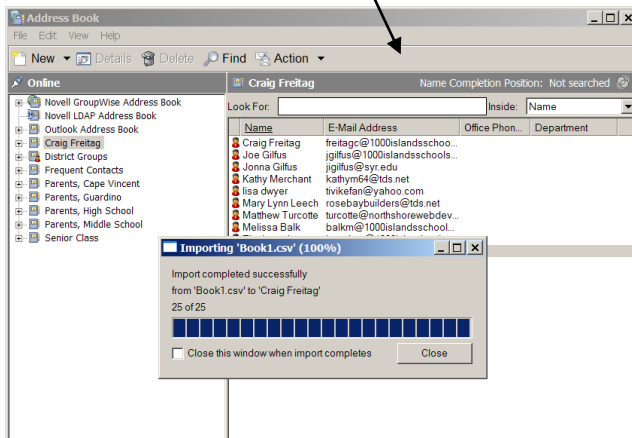


12. Click here and choose First Name

13. Click Here and choose Last Name

14. Click here and choose E-Mail Address

15. Click OK...you will see this



16. Your addresses are now imported!

17. You can find this in the Public Folder – GroupWise Folder