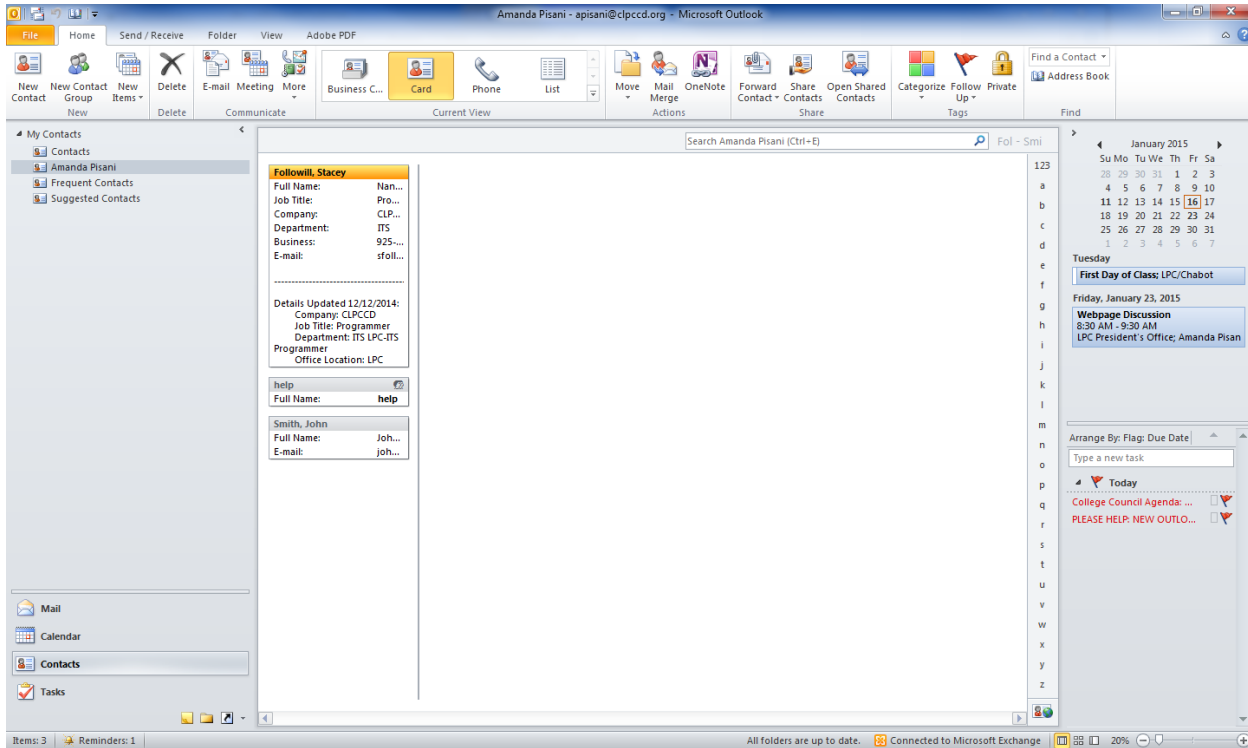
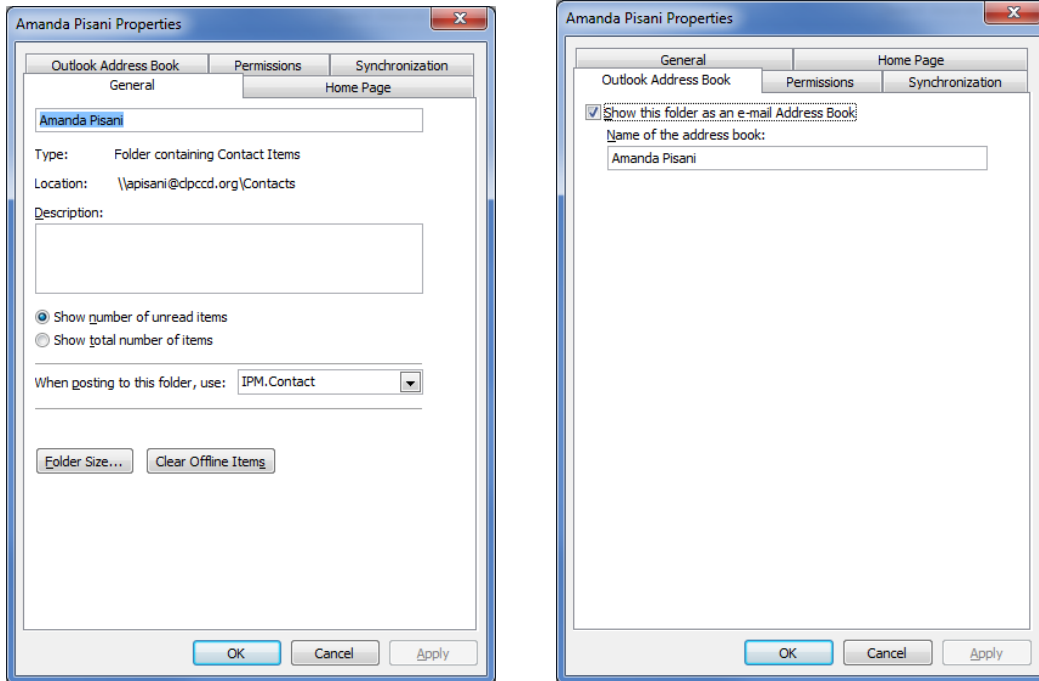


How to add Personal Contacts imported from Groupwise to address book:

1. Select the folder you would like see in your address book, and then click the **Folder** tab in the Ribbon.
2. Click the **Folder Properties** tab in the Ribbon.



3. On the **Outlook Address Book** tab, click to select the **Show this folder as an e-mail address book** check box, type a descriptive name, and then click **OK**. Please repeat these steps for all your contact folders.



You can now see all your Personal Contacts imported from Groupwise in your address book.

